



parental leave and pay policy

As part of our ongoing efforts to support associates in their personal lives, Belk has established a paid Parental Leave policy. This policy provides a continuation of salary as outlined below when an associate has welcomed a child into their family.

eligibility

- All full-time (30 hours or more per week) associates
- Associates welcoming the birth or adoption of a child
- There are no performance requirements in relation to paid Parental Leave eligibility

pay provisions

- Associates will receive 100% paid time off for the periods listed below:
 - Maternity Leave: 6 weeks of paid time off for vaginal delivery or 8 weeks of paid time off for cesarean section
 - Paternity: 2 weeks of paid time off
 - Adoption: 2 weeks of paid time off
- All paid leave must be used in one consecutive period of time
- Any pay received for which an associate is not eligible will be considered a pay advance or overpayment. The overpayment amount will be reconciled from future pay, or otherwise recovered to the extent permitted by law.
- Leave pay will be paid through Belk payroll on our bi-weekly pay cycle and starts on the date of the child's birth, as long as the leave of absence has been approved, or finalization of adoption.
- Maternity, paternity or adoption leave pay is calculated as the greater of the prior year's W2 or average of salary for the most recent 12-month period.
- Belk's paid Parental Leave may be taken for up to the maximum timeframe defined above, but cannot be extended beyond that period.
- All paid benefits are coordinated, and associates may not receive more than 100% of their regular pay rate.

guidelines

- Leave must be taken within 12 months of the birth or finalization of an adoption.
- All time off runs concurrently with the applicable leave of absence (LOA). Belk's paid parental leave is separate from the provisions of other leave related plans or Federal or state programs which may run concurrently, including:
 - Family and Medical Leave Act (FMLA)
 - Belk Medical Leave of Absence



- Short or Long-Term Disability
- Americans with Disabilities Act (ADA)
- State-specific Parental Leave laws
- Because Belk's paid parental leave is separate from other leave related plans, an associate may be eligible for additional time off (un-paid), under another provision.
- Paid Time Off (PTO) hours do not accrue while on leave at the start of the accruing period (first of the month)

benefits coverage

- The birth of a child or finalization of adoption is considered a qualifying life event under the Belk Medical plan and associates may elect or change their benefit elections in order to cover the new child.
- Benefit elections must be made within 31 days after the birth of the child or finalization of the adoption.
- While on Parental Leave, associates are eligible to continue to participate in most health and insurance plans provided through Belk's Group Benefits Program.
- Associates on a paid leave will continue to have their benefit premiums deducted on a bi-weekly basis. If you transition to an unpaid leave, your benefit premiums will be billed to you on a monthly basis.

applying for leave

- First, notify your manager and follow the specific requirements of your location for reporting an upcoming absence.
- Second, contact Liberty Mutual, Belk's Leave and disability insurance administrator at least 45 days prior to the expected delivery or adoption date to initiate the leave process.
 - Liberty: 1.800.588.3700, option 1 or www.mylibertyconnection.com
- Third, contact the Liberty Mutual for maternity leaves to provide the actual delivery date.

extension of leave

- While paid Parental Leave under this policy will not extend beyond the maximum benefit period defined above, an associate may be eligible for additional unpaid time off under another leave provision.
- During an approved leave and prior to the expected return to work date, if an associate would like to transition to another leave of absence, the associate should contact their manager to provide an updated anticipated return date. In addition, the associate should contact the Leave of Absence Administrator to request an extension of the leave.



[returning to work from the leave](#)

- For leaves involving associate's own health condition(s), associate may not return to work without written approval from their medical provider. Liberty Mutual will provide the associate on leave with Return to Work documentation. This documentation should be completed by the medical provider and returned to Liberty Mutual.
- The associate is expected to return to work on the first business day immediately following their approved leave. If an extension is needed, you should contact the LOA Team as soon as you are aware you will need more time.
- Failure to return to work immediately following leave may result in disciplinary action, up to and including termination. If while on leave an associate decides not to return to work at Belk, the associate must notify their manager as soon as possible.

Notice of Disclaimer: This policy is subject to change at any time with or without notice, and Belk reserves the right to interpret the policy at its sole discretion. This policy doesn't establish enforceable employee rights, contractual or otherwise and does not alter the at-will employment status of any associate.