



paid time off policy

In support of your personal needs, we offer multiple forms of paid time away including paid time off banks, bereavement leaves and company holidays.

[PTO eligibility](#)

Full-time and part-time regular associates working at least 20 hours per week will receive PTO.

[paid time off](#)

We care about your personal well-being, so it's important to us that you take time away for relaxation. When you have work-life balance, you come back refreshed and even more productive. That's why we offer an integrated Paid Time Off (PTO) bank for all regular full-time and part-time Belk associates.

- You may use any hours of your accrued PTO for vacation, personal time, short-term personal illness or time off to care for others.
- PTO hours are accrued on the first of the month, based on eligibility and accrual schedules listed below.
- Please note: PTO accruals may be suspended while you're on a leave of absence or unpaid time off. If this applies to you, please review those policies for [additional information](#).

[accrual schedules](#)

- Effective January 1, 2019, all associates will begin to accrue PTO on the first of the month following their hire date.
- Associates may take PTO in advance of accrual (i.e. having a negative PTO bank balance) but they can't exceed their maximum annual accrual. Please review the accrual chart within this policy for accrual amounts.
- Your monthly accrual rate will increase to the next tier in the month following your five or ten-year anniversary.

[new or rehired associates](#)

- You'll have a prorated annual maximum accrual based on the per month accrual.
- Years of service are calculated from your date of hire, unless service bridging applies (i.e. when an associate works for a company that's acquired by Belk.)



Full-time Accrual Schedule – Days of PTO (annual accrual)

Years of Service	Full-time Salaried Associates	Full-time Corporate Hourly Associates	Full-time Store and DC Hourly Associates
Under 5 years	160 hours (20 days) <i>(1.667 per month)</i>	120 hours (15 days) <i>(1.25 per month)</i>	112 hours (14 days) <i>(1.167 per month)</i>
Between 5 and 10 years	200 hours (25 days) <i>(2.083 per month)</i>	160 hours (20 days) <i>(1.667 per month)</i>	152 hours (19 days) <i>(1.583 per month)</i>
10 or more years	240 hours (30 days) <i>(2.5 per month)</i>	200 hours (25 days) <i>(2.083 per month)</i>	192 hours (24 days) <i>(2 per month)</i>

Part-time Accrual Schedule – Hours of PTO (annual accrual)

Years of service	Part-time associate (20 hours or more per week)
Under 5 years	10 hours <i>(0.833 per month)</i>
Between 5 and 10 years	20 hours <i>(1.667 per month)</i>
10 or more years	30 hours <i>(2.5 per month)</i>

[using PTO](#)

- PTO may be taken in hourly increments.
- All PTO must be requested and pre-approved using the process required by your location or manager. Approval is subject to workload planning.

[seasonal blackout periods](#)

- Blackout periods will be provided by each line of business annually.
- PTO or other forms of time off are restricted during seasonal blackout periods. These are limited time periods and necessary to ensure the success of the business.

[emergency or sudden illness](#)

In case of emergency or sudden illness, you may use PTO without prior approval, but please keep the following in mind:

- It's required that you follow your location's call-out procedures to notify your manager, HR associate, or department timekeeper. Fulfillment center associates, please refer to the [fulfillment center unpaid emergency callout guidelines](#).
- If you're ill for five (5) or more consecutive days and are under the care of a doctor, contact Shared Services at 800-588-3700, select option 5, to determine if a leave of absence is required. You may be able to use accrued PTO while on a leave of absence. Please refer to the Time Away from Work



section of www.mybelkbenefits.com for more information.

Repeated unplanned absences or abuse of the PTO policy impact the business and may result in disciplinary action.

[PTO bank carry over](#)

PTO hours, up to a maximum of 40 hours, carried over from one calendar year to the next must be used by the end of the last pay period of the current fiscal year. If you don't use your days in time, your carry over PTO time will be forfeited. Please visit www.mybelkbenefits.com to view the current fiscal calendar.

[termination](#)

- Associates who leave the company in good standing with two weeks' notice, or who leave the company due to severance, will receive payout of half of their accrued, unused PTO.
- Associates terminated for gross misconduct, theft, other fraudulent acts or cause won't receive any payout, unless required by law.
- Associates who've used more than their accrued balance will have the negative amount deducted from their final paycheck, except where prohibited by state or local regulation.

[company holidays](#)

All eligible associates get seven (7) paid holidays each year.

Holiday observances may vary, depending on your location. Please refer to the [holiday schedule](#) located under HR policies and procedures on The Hanger.

In addition to the above holidays, corporate associates will receive (1) personal day.

[holiday pay eligibility](#)

All associates are eligible to receive standard hours of pay for holidays if they:

- Worked the last scheduled day preceding the holiday,
- And worked the first scheduled day succeeding the holiday.

The above is only waived in unavoidable circumstances including illness or when you've received advanced approval.

- **Store, distribution or fulfillment associate** – You're eligible for paid holidays after completing 26 consecutive weeks as a full-time associate, working a regular schedule of 30 or more hours a week.
- **Corporate full-time associate** – You're eligible for paid holidays at the time of hire.



- **On Leave of Absence** – You’re not eligible for paid holidays.
- **Non-exempt associate** – If you worked on special duty during a designated holiday at the company’s request, you’ll receive pay at time-and-a-half your regular base pay plus the holiday pay.

[transition sick bank](#)

- No new sick time will be accrued after December 31, 2016.
- Sick time can be taken in hourly increments.
- When requesting time, you must state that you’re using transition sick time and not PTO.
- Exempt corporate associates who weren’t grandfathered into the sick program should have used their sick time before December 31, 2017, or it was forfeited.
- Non-exempt associates who had a change in exemption status in 2016 and could retain exempt benefits in 2016 will keep their transition sick bank until it is empty.
- All other associates will keep their transition sick bank until it’s empty.
- Sick time is not paid out on separation from Belk, whether voluntary or involuntary (unless otherwise required by state or local law).

[jury duty](#)

We support associates fulfilling their civic duty when they’re requested to serve on a jury. If you’re summoned for jury duty, you’ll receive the difference between your base pay and the compensation received for jury duty.

- You must provide a copy of your summons.
- You should report to work during the hours your presence is not required as a juror.

[bereavement](#)

Full-time associates working a regular schedule of 30 or more hours per week are eligible to receive time off with pay to attend the funeral of an immediate family member. Immediate family members include your spouse, domestic partner, parent, grandparent, child, grandchild, sister, brother or the same members of your spouse’s or domestic partner’s family.

- Pay for bereavement leave begins at the time it becomes necessary for you to leave work.
- Associates will be paid for up to three (3) days, based on your normal working hours.

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 does not establish enforceable employee rights, contractual or otherwise and does not alter the employment-at-will status of any Belk employee.