



## paid time off policy

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

### [PTO eligibility](#)

Full-time and part-time regular associates working an average of at least 20 hours per week will accrue 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 eligible 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 based on eligibility and accrual schedules listed below.
- 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 February 1, 2020,
  - All full-time associates will accrue PTO on the first of the month following their hire date.
    - Once accruing time, full-time associates may not take PTO in advance of an accrual (i.e. having a negative PTO bank balance). 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.
  - All part-time associates will be evaluated for accrual eligibility at the beginning of each calendar quarter (January, April, July, October) based on the prior three months of working time.
    - Associates who average 20 or more hours worked per week for the prior quarter will receive a quarterly accrual equal to three months of their monthly accrual rate.
    - Average working time must be hours worked and does not include utilized paid time off or sick time. Associates in an anniversary year (5 or 10 years



of service) will receive their accrual based on their years of service as of the 15<sup>th</sup> of the calculating month.

Calculation Examples:

- A person worked these weekly hours in the 12 weeks of January – March in calendar Q1
  - 15, 22, 25, 15, 22, 27, 25, 25, 10, 22, 23, 26 = 257 hrs. divided by 12 weeks = 21 hrs.
  - They have worked at least 20 hours on average for those 12 weeks.
  - They have 3 years of service as of April 15<sup>th</sup>, so their accrual rate is .833 hrs. per month.
  - They will be granted 3 months of accrual (2.5 hrs.) in April for the first quarter.
- A person worked these weekly hours in the 12 weeks of January – March in calendar Q1
  - 10,22,25,14,22,22,15,22,18,28 = 197 hrs. divided by 12 weeks = 16 hrs.
  - They have not worked at least 20 hours on average for those 12 weeks and will not receive an accrual for the quarter.

### [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 most recent date of hire, unless service bridging applies (i.e. when you worked for a company that's acquired by Belk.)

### [separation](#)

- Accrued and unused Paid Time Off, Personal Holiday, Volunteer Hours or any other company issued time off accrual are not paid out at the time of separation (voluntary or involuntary) unless required by state or local regulation.



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

Years of Service	Full-time Exempt Associates	Full-time Corporate Non-Exempt Associates	Full-time Store and DC/FC Non-Exempt Associates
Under 5 years	160 hours <i>(13.33 per month)</i>	120 hours <i>(10 per month)</i>	112 hours <i>(9.33 per month)</i>
Between 5 and 10 years	200 hours <i>(16.66 per month)</i>	160 hours <i>(13.33 per month)</i>	152 hours <i>(12.66 per month)</i>
10 or more years	240 hours <i>(20 per month)</i>	200 hours <i>(16.66 per month)</i>	192 hours <i>(16 per month)</i>

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

Years of service	Part-time associate (20 hours or more worked 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.
- Hourly Store Associates:
  - Selling – max total hours per week: FT 32 Hours and PT 12 Hours when supplementing with PTO.
  - Support – max total hours per week: FT 30 Hours and PT 10 Hours when supplementing with PTO.
- PTO should 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 emergency call-out procedures to notify your manager, HR associate, or department timekeeper.



- If you're ill for five (5) or more consecutive days and are under the care of a doctor, contact HR Shared Services at 800-588-3700 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](http://www.mybelkbenefits.com) for more information.

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

### [company holidays](#)

All eligible associates receive 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 be granted (1) personal day.

### [holiday pay eligibility](#)

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

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

### [grandfathered sick bank](#)

- No separate sick time will be accrued.
- Sick time accrued prior to December 31, 2016 can be taken in any increment.
- When requesting time, you must state that you're using transition sick time and not PTO.
- 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 and number of hours served to HR Shared Services.
- You should report to work during the hours your presence is not required as a juror.
- This will not be paid out if the associate is out on leave of absence.

### bereavement

Full-time associates 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.
- This will not be paid out if the associate is on leave of absence.

*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.*