



Unpaid Time Off Policy

Effective Date: January 1, 2017

Belk allows associates to take unpaid time off, with manager approval, when time off is not covered by one of the other leave or paid time off policies. Associates may take up to 30 calendar days within a 12-month period. Unpaid time off is not a protected leave of absence.

Eligibility

Any full- or part-time associate with a minimum of 26 consecutive weeks of service may be eligible for unpaid time off. Unpaid time off may not be used to pursue employment outside of Belk. Unpaid time off is only allowed after available paid time off options are exhausted and the circumstances are not covered by a leave of absence policy.

Using Unpaid Time Off

All unpaid time off must be preapproved by your manager. Store associates must also have their Store Manager's approval. Approval for all scheduled time away is subject to workload planning. Associates should request unpaid time off using the standard time off request process required by their location or manager. Managers will then coordinate with their HR Representative to update the appropriate systems.

Seasonal blackout period restrictions will apply. You are not eligible for any paid holidays that are observed during unpaid personal time off. Your PTO accrual will be suspended while using unpaid time off. Any pay you receive for which you are not eligible will be considered a pay advance or overpayment. The overpayment amount will be reconciled from pay, or otherwise recovered, to the extent permitted by law.

Benefits Coverage During Unpaid Time Off

While out on unpaid time off, you are eligible to continue participating in most health and insurance plans provided through the Belk Group Benefits Program. You must continue to timely pay any required contributions. During unpaid time off, you will receive a bill for your required contributions. Failure to timely pay required contributions will result in termination of health and insurance benefits coverage. Belk will continue to pay the company portion of your health and insurance benefits as long as your required contributions are paid on time.

Returning to Work

You are expected to return to work on the first business day immediately following the end of your approved unpaid time off. Failure to return to work immediately may result in disciplinary action, up to and including termination. If you are out of the office and decide not to return to work at Belk, you must notify your 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 does not establish enforceable employee rights, contractual or otherwise.*