



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. Flex and Temporary associates are not eligible for 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 may not be taken in advance of accrual.
- PTO hours are accrued based on eligibility and accrual schedules listed below.
- Bi-Weekly accrual rate will increase to the next tier in the month following your five or ten-year anniversary. Associates in an anniversary year (5 or 10 years of service) will begin their accrual based on their years of service as of the next pay period after the service anniversary.
- PTO accruals may be suspended while you're on a leave of absence, furlough or unpaid time off. If this applies to you, please review those policies for additional information.

Your accrued PTO bank will expire at the end of the calendar year and will no longer be available for your use unless otherwise required by state law or determined and announced by the company in writing.

[accrual schedules](#)

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 begin to accrue PTO the following quarter.
- Average working time must be hours worked and does not include utilized paid time off or sick time.



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 (6.1538 bi-weekly)	120 hours (4.6154 bi-weekly)	112 hours (4.3077 bi-weekly)
Between 5 and 10 years	200 hours (7.6923 bi-weekly)	160 hours (6.1538 bi-weekly)	152 hours (5.8462 bi-weekly)
10 or more years	240 hours (9.2308 bi-weekly)	200 hours (7.6923 bi-weekly)	192 hours (7.3846 bi-weekly)

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 (.3846 bi-weekly)
Between 5 and 10 years	20 hours (.7692 bi-weekly)
10 or more years	30 hours (1.1538 bi-weekly)

[new or rehired associates](#)

- You'll have a prorated annual maximum accrual based on the bi-weekly accrual.
- Years of service are calculated from your most recent date of hire.

[separation](#)

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

[using PTO](#)

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



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 for more information.

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

company holidays

- All eligible associates receive paid holidays each year, unless on furlough.
- Holiday observances vary depending on your location. Please refer to the holiday schedule located under HR policies and procedures on The Hanger for your location.
- New Hires and newly eligible Associates: Personal days are prorated based on the calendar year quarter in which they are hired or become eligible.

holiday pay eligibility

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

- Worked their full last scheduled shift preceding the holiday,
- And worked their first full scheduled shift 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 or furlough**– 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 hourly 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.

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.

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.