

take “time off” - leave it all behind

Paid Time Off – salaried, salaried non-exempt, and full-time hourly employees

In the interest of providing a sense of Work-Life Balance, Coldwater Creek offers Paid Time Off (PTO). PTO is intended to allow eligible employees to take time off for vacation, personal reasons or illness, while still receiving pay and maintaining their employment status.

Accrual:

Eligible salaried and salaried non-exempt employees, as well as eligible hourly associates in the Contact Centers and Distribution Center, accrue PTO on a bi-weekly basis beginning the first day of the first month following their hire date.

Eligible hourly associates in corporate and field locations accrue PTO on an hourly basis beginning the first day of the first month following their hire date.

Accrual schedule:

Duration of Eligibility	Annual Accrual (hours per year)	Salaried Employees, Contact Center/Distribution Center Employees (accrual per pay period)	Field/Corporate Hourly Employees (accrual per hour worked)
0-3 years	19 days (152 hours)	5.85 hrs	.07308 hrs
3-5 years	24 days (192 hours)	7.39 hrs	.09225 hrs
5-10 years	29 days (232 hours)	8.93 hrs	.11150 hrs
10+ years	34 days (272 hours)	10.47 hrs	.13075 hrs

Calendar:

The calendar year for taking PTO is October 1st through September 30th each year.

Carryover:

Five days (40 hours) may be carried over to the next plan year except in those states that dictate special handling, such as California and Montana, in accordance with state law.

Borrowing:

Employees are allowed to “borrow” up to 40 hours against current year accruals.

Other information:

PTO may be taken in 4 and 8 hour increments for salaried and salaried non-exempt associates. PTO may be taken in 1 hour increments for hourly associates in the field and corporate locations, and in .25 hour increments for hourly associates in Contact Center/Distribution Center positions.

PTO will not accrue during unpaid leaves of absence, or as a result of overtime hours.

Scheduled blackout dates may apply for business and departmental needs. Employees should work with their manager to plan and schedule PTO throughout the year.

If it is necessary to take PTO due to illness or another unforeseeable circumstance, employees must notify their manager as soon as possible.

Earned and unused PTO will be paid at the time of separation from employment, unless otherwise regulated by state law.

PTO balances may be found on your paycheck stub or on your pay advice.

Please refer to the PTO policy for specific plan information.