

Benefits To Go

The Company recognizes that you may have personal situations and responsibilities to take care of during normal working hours. My Time Off (MTO) provides you with pay for time off during hours you are scheduled to work. Use this sheet to better understand your MTO eligibility and how to use this benefit.

When will I receive my first MTO deposit?

- **If you're a Part-Time, Non-Management Associate:** You receive your first deposit on the first day of the month following 12 months of employment, if you average 25 hours or more per week in your first 48 weeks of employment. Each July after that, JCPenney will look back at the previous 52 weeks to determine your eligibility for Part-Time MTO for the next year.
- **If you're a Full-Time Non-Management Associate:** You will receive your first deposit on the day you become Benefits Eligible. Each July after that, JCPenney will look back over the previous 52 weeks to determine your eligibility for Full-Time MTO for the next year. To continue to be eligible, you must work an average of 35 hours or more each week over a 52-week period.
- **If you're a Management Associate:** You receive your first deposit on the first day of your 3rd month of employment.

How many MTO hours do I get?

As long as you remain eligible, the same number of MTO Hours are deposited and available for use on the first of each month. The number of MTO hours you receive will depend on your MTO Service Months—the number of months that JCPenney has recorded for your work history from age 25 to date.

For example, if you've worked consistently for 10 years from age 25 to date, you would have 120 service months. That qualifies you for the 60-179 service month range.

The table below shows what will be deposited into your account over a 12-month period.

MTO Annual Weeks Table (Weeks per Year)			
MTO Service Months	Part-Time Non-Management	Full-Time Non-Management**	Management
Less Than 12 Months	2.6	2.6	2.6
12-35 Months	2.6	3.0	2.6
36-59 Months	2.8	3.6	3.0
60-179 Months	3.4	4.8	4.0
180-299 Months	4.0	5.8	5.0
300+ Months	4.6	6.8	6.0

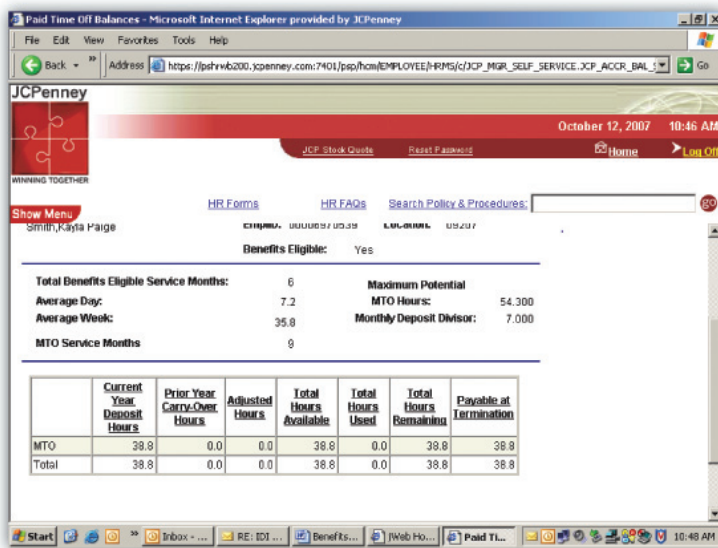
* You are eligible for MTO if you were hired or rehired after January 1, 2004 or if you were in PTO, but your average hours dropped below 35 per week.

** The first seven calendar days of the Illness Recovery Time must be paid from any available paid time off account balances so Non-Management Associates' paid time off accruals include additional time to help cover the seven-day waiting period.

How much can I carry over to the next year?

MTO is deposited monthly throughout the year, and unused hours may be carried over at the end of the year—up to the maximums shown on the below:

MTO Maximum Carry-Over		
MTO Service Months	Non-Management**	Management
Less Than 36 Months	1 Average Week	1 Average Week
36-59 Months	40 Hours	1 Average Week
60-179 Months	50 Hours	1 Average Week
180-299 Months	60 Hours	1 Average Week
300+ Months	70 Hours	1 Average Week



How can I see my personal balance?

- Log onto the Associate Kiosk or Associate Kiosk@home
- Click on PTO/MTO Balances and Hours Information in the middle of the page

What do the terms on my MTO statement mean?

- **Annual MTO Hours:** Total MTO Hours that will be deposited this year if you remain actively employed
- **Deposits This Year:** Number of deposits you will receive this year if you remain eligible
- **Current Year Deposit Hours:** Hours that have been deposited into your account in the current year
- **Prior Year Carry Over Hours:** Any hours carried over from the previous year
- **Adjusted Hours:** Adjustments for various reasons, including additional MTO Hours deposited for working on an Observed Holiday and corrections to your account
- **Total Hours Available:** Current Year Deposit Hours + Prior Year Carry Over Hours + Adjusted Hours = your Total Hours Available
- **Total Hours Used:** MTO Hours processed through payroll. Hours used that are not yet paid will be shown on or about your next payroll check date
- **Total Hours Remaining** Total Hours Available – Total Hours Used = your Total Hours Remaining

For more information, log into the **Associate Kiosk** and click on **PTO/MTO Balances Hours and Information**. Enter MTO, in the “Search Policies & Procedures” box and the Policy will be listed as “My Time Off (MTO) Policy (pdf)”.

If you have further questions, call PowerLine at 1-888-890-8900.

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