

MY TIME OFF (MTO)

Vacation time is one of the most important benefits that JCPenney offers our associates. Our My Time Off (MTO) program provides you with pay for time off during hours you are scheduled to work - freeing you up to spend time with friends and family, travel or just take some time away to take care of personal matters.

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

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.

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.

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

* Ongoing MTO Annual Calculations are based on your MTO Service months as of 12/31 of the prior year.

** 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 (accessible via the *Associate Information* link on www.jcpenney.net)
- Click on *PTO/MTO Balances and Hours Information* in the middle column of the page

Where can I find more information?

For more information, log into the Associate Kiosk and enter My Time Off in the “Search Policies & Procedures” box. The Policy will be listed as “My Time Off (MTO) Policy (pdf).” Please note that it may be several links down on the page.

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