



**To:** All US Team Members  
**From:** Mary Liz Finn, Chief People Officer  
**Date:** June 18, 2020  
**Subject:** PTO Carryover Option

Team, Thank you for your questions and suggestions about PTO. Given the unprecedented conditions due to the pandemic, furloughs, transitions back from furloughs, a summer in which traditional vacations may not be possible, and our upcoming holiday season, ***we are giving you the option to carry over up to a week of PTO from this year to next year.*** Our goal is to help you and your families with planning your time off and to give you additional flexibility.

Eligible employees will have the choice to carry over up to one week of PTO from FY21 to FY22 with the following guidelines:

- All eligible US team members will be able to carry over up to 40 hours of time off
- Any balances of FY21 PTO carried over must be used by the end of Q1 (May 1, 2021) or be forfeited (except where prohibited by law)
- The carry-over guidelines will follow any state and local requirements, where applicable
- Details and instructions on how to make this choice will be available this fall

### **Field PTO Update – Half Year Grant**

As we announced at the beginning of the year, team members with less than two years of service received a split Time Off grant – with half allocated in February, and the rest allocated in August. Eligible team members can expect to see their grant appear in Workday on **Sunday, August 2**. As a reminder, team members must have worked 1,250 hours in 2019 in order to be eligible for a PTO grant in FY21.

We continue to review PTO market practices to ensure we offer a competitive plan that provides you with time off for illness, vacation, and personal business. If you have questions about the Time Off Program, reference the Signet U.S. Field Time Off Program policy, available on the Signet Information Portal by navigating to Categories > HR.

Have a very safe summer!  
#PeopleFirst

Direct questions to your HR Business Partner or email [HRExpress@jewels.com](mailto:HRExpress@jewels.com)