



paid time off (PTO)

- Full-Time PTO
- Full-Time PTO - California and Part-Time PTO - San Francisco
- Full-Time PTO - Colorado, Illinois, Montana and Nebraska
- Part-Time PTO
- Part-Time PTO - California
- Part-Time PTO - Grandfathered Associates
- Flexible PTO - Vice President & above

full-time PTO

Our time away from work benefits (PTO, Holidays and Leaves of Absence) provide you ways you can take time away from work. Sometimes your time off will be with pay, sometimes without pay and in some circumstances benefits may be coordinated - all to provide you coverage while you're away from work.

In all circumstances it is important you coordinate your time off in advance with your manager (when you can). Your manager will help consider the needs of the business (when appropriate) and ensure your work duties are covered in your absence. Contact HR Direct when you're planning on taking extended time off, like FMLA, Maternity Leave/Parental Leave and Disability (1-866-473-4728). HR Direct will coordinate your time away and will help you understand how these benefits work.

Accumulating PTO

Associates will accumulate PTO based on months and years of service. PTO begins accumulating when you become eligible for PTO (newly hired or promoted to full-time). The *PTO for Full-Time Associates* chart below outlines how much PTO an associate is eligible for as months and years of service increase.

- Part-time or part-time temporary service does not count towards full-time PTO.
- Associates will receive credit for full-time seasonal or full-time temporary service prior to being placed in a Benefits-Eligible position.

PTO for Full-Time Associates (Month Hired or Promoted to Full-Time)

FIRST CALENDAR YEAR	TOTAL PTO (In a Calendar Year)
Jan/Feb/Mar	19 days (152 hours)
Apr/May/June	11 days (88 hours)
Jul/Aug/Sep	6 days (48 hours)
Oct/Nov	2 days (16 hours)
Dec	0 days

YEARS OF SERVICE	TOTAL PTO (In a Calendar Year)
2 nd -5 th calendar year	19 days (152 hours)
6 th -10 th calendar year	24 days (192 hours)
11 th -14 th calendar year	28 days (224 hours)
15 th calendar year	32 days (256 hours)

Please note: Days are based on 8 hour work days

- After an initial waiting period of 30 days, 6 days (48 hours) may be taken (2 days or 16 hours if hired in Oct or Nov). Remainder may be taken after 90 days of full time continuous active service.
- Any unused PTO will be forfeited at the end of the year. You will not be paid for unused hours.
- Your first Calendar Year is the year you are hired or promoted to full-time, regardless of the month in which you were hired or promoted. Your second Calendar Year begins in January following your 1st Calendar Year of service.
- We make your PTO available to you at the beginning of each year. However, you are actually accumulating in which you are using it according to the chart in this policy.
- If a state's time off policy differs from our company policy, Bath & Body Works will uphold the state's guidelines.

Planning Your PTO

PTO is a partnership between you and your manager. By working together, you'll be able to take the time off you need but still be sure our business operates smoothly, efficiently and with no interruption in customer service. By planning for the entire Calendar Year whenever possible, your manager can ensure appropriate staffing levels for your store or department.

How to Plan Your PTO

1. Start early
 - Requests made early in the year may help to ensure that you can take the time off you need.
 - Requests should be made at least one day in advance.
 - Generally, scheduled PTO should be used in 4 or 8 hour increments. There may be instances (if you leave early because you are sick) of unscheduled absences when you may be paid PTO in less than a 4 hour increment.
2. Review your store or department calendar making note of any blackout days or weeks during which PTO is not available due to critical business needs.
3. Request your PTO
 - Request PTO from your manager. You are not required to tell your manager why you are requesting time off. However, if you would like to give a reason, you may.
 - Be sure to hold some PTO "in reserve" in case of unscheduled absences, i.e., personal illness.
 - Once you have used up all your PTO, you will not be eligible for additional PTO until the following Calendar Year beginning in January.

PTO Denials

Sometimes, PTO requests are denied due to business needs. If this happens, your manager will tell you why your request was denied. For example, if you are requesting PTO when other Associates have already scheduled PTO, your manager may deny your request because of the need to maintain a minimum staffing level.

Reporting PTO Through HR Access

- It is mandatory that you accurately report all PTO taken, within the appropriate payroll period, to your manager or through (see the *Reporting PTO* chart below for your reporting method). Any attempt to misrepresent your PTO may result in termination.
- PTO can be entered as far back as five pay periods. If PTO can not be entered on line, it will need to be reported to HR Direct. Also, if you believe a discrepancy exists between how much PTO you have used and what payroll reflects, please direct the issue to your manager for resolution.
- Report your PTO through HR Access at hraccess.lb.com>Quick Links>Submit Paid Time Off

Reporting PTO

STORE ASSOCIATES	REPORTING METHOD
Full-time	Report to store management (will enter into POS)
Store Management	POS
DM and above	HR Access

HOME OFFICE ASSOCIATES	REPORTING METHOD
Salaried (exempt)	HR Access
Hourly(non-exempt)	Report to manager (will enter into payroll reporting system)

Distribution and Customer Care Centers Attendance Policy & PTO

Effect of PTO on Attendance Policy

PTO does not impact our attendance policy; it is a method of being paid when you are not at work. By itself, PTO does not have any direct bearing on whether an absence is counted or not. As always, our attendance policy is based on the number of unscheduled absences in a performance period.

Voluntary Time Off

If the company asks for volunteers to leave early or to not come in due to a lack of work, you may use PTO but are not required to do so.

Unscheduled Absences

In the event of an illness or emergency, you are responsible for notifying your manager as soon as possible, but no later than two hours after the beginning of the scheduled shift. Continuing absences must be reported on a daily basis, unless you have provided your manager with information concerning how long you will need to be out. Absences greater than five days must also be reported to HR Direct.

Excessive Absenteeism

Our regular attendance policy still applies for unscheduled absences, regardless if you were paid PTO. Being here is critical to the success of our business. Abuse of unscheduled absences will be addressed by your manager. The same progressive discipline policy still applies.

Effect of PTO on Leaves of Absence

For full-time Associates, illnesses in excess of five business days may be paid under the short-term disability program. Documentation will be required in writing, by a licensed Doctor.

PTO does not affect leaves of absence for a death in the family. You may be eligible to receive bereavement pay.

Unused PTO at Year-End

Unused PTO cannot be carried over from one Calendar Year to the next. Any unused hours will be forfeited. You will not be paid for unused hours.

While on a Leave of Absence

If you are on a leave of absence at the end of the year and have PTO remaining, no hours can be carried into the new Calendar Year. Any additional remaining hours will be forfeited. You will not be paid for unused hours.

At Termination

We make your entire PTO balance available to you at the beginning of the year. However, you are actually accumulating your PTO during the Calendar Year in which you're using it. If your employment terminates, you will be paid only for the unused PTO earned up to that point (based on full months completed in the current Calendar Year), less any PTO already used in the same Calendar Year of termination. Use the chart *PTO Paid At Termination* on the following page to determine eligible PTO at termination.

At Termination in First Calendar Year of Employment

If you are full-time with more than 30 days of service and you terminate during your first Calendar Year of employment, use the *PTO Paid At Termination* chart, below, to determine eligible PTO at termination.

If the calculated time is greater than the number of hours for which you were eligible, you will be paid the lesser number of hours, less any PTO hours already used.

For example, a full-time Associate hired on May 15 terminates on November 30. The Associate was eligible for 88 hours and completed six full months of service. Using the chart, the six full months of service amount is 96 hours. Since the Associate was only eligible for 88 hours, the Associate receives payout for 88 hours rather than 96 hours, less any PTO hours already used.

		FULL-TIME ASSOCIATES			
		ELIGIBLE PTO HOURS			
		152	192	224	256
Full Months Completed	Number of Hours Paid at Termination				
1	16	16	24	32	
2	32	40	48	56	
3	48	64	72	80	
4	64	80	88	104	
5	80	96	112	128	
6	96	120	136	160	
7	112	136	160	184	
8	128	160	184	208	
9	136	176	208	232	
10-12	152	192	224	256	

		ELIGIBLE PTO HOURS			
		152	192	224	256
Full Months Completed	Number of Hours Paid at Termination				
1	16	16	24	32	
2	32	40	48	56	
3	48	64	72	80	
4	64	80	88	104	
5	80	96	112	128	
6	96	120	136	160	
7	112	136	160	184	
8	128	160	184	208	
9	136	176	208	232	
10-12	152	192	224	256	

PTO Paid at Termination

What happens to your PTO if you are rehired

If you have been gone for more than 30 days we consider this a break in service. If you have a break in service greater than 30 calendar days you must re-satisfy the PTO service requirements.

Changing Status in a Calendar Year

Full-time to part-time Store Associates

If you are a full-time Associate working in one of our stores, changing to a part-time position, your PTO benefit will be paid out to you at the time of your status change. The amount of PTO paid out will be based on the *Full-time to Part-time Status Change* chart, less any time taken earlier in the Calendar Year.

Home Office, Distribution or Customer Care Center Associates (Hired AFTER January 1, 2004)

If you are a full-time Associate working in the home office, distribution or customer care center Associate hired after January 1, 2004, changing to a part-time position, your PTO benefit will be paid out to you at the time of your status change. The amount of PTO paid out will be based on the full-time to part-time Status Change chart, less any time taken earlier in the Calendar Year.

Full-time to Part-time Status Change

Home Office, Distribution Center or Customer Care Center Associates (Hired PRIOR TO January 1, 2004)

If you are a full-time Associate working in the home office, distribution or customer care center Associate hired prior to January 1, 2004, changing to a part-time position, you will be eligible for part-time PTO benefits.

Part-time to full-time

If you change from part-time to full-time status, your length of service will be based on the date in which you were changed to full-time in HR Access. See the *PTO for Full-time Associates* chart on page 2 for required service levels.

If you are a "grandfathered" part-time Associate, see page 7 for PTO benefits following a status change from part-time to full-time.

full-time PTO California and part-time PTO San Francisco

Our Paid Time Off (PTO) program means more flexibility for you when you want to take time away from work. Rather than providing traditional vacation, sick and personal days, PTO provides you with paid time off that you can use however you wish, including personal or family needs. This allows you to Plan time away from work with greater flexibility and individuality.

Who is Eligible

- Full-time Associates with 30 days of service.
- Part-time Associates in San Francisco.

How You Receive PTO

If you are eligible for PTO, you will earn PTO hours each biweekly pay period based on your years of service with the company. In January of each year, you will earn a pre-load of your PTO hours equal to the first six pay periods of the year. Then, the balance of your PTO will be earned and distributed beginning in the seventh pay period and continuing during the remainder of the year as indicated in the California PTO schedules on the following pages.

You will earn your allotted PTO hours on the first day of each biweekly pay period. You must be actively employed on the first day of any given period to earn your PTO for that period.

PTO at Year-End (Carry Over PTO)

At the end of the year, if you have PTO hours that you earned, but did not use, those hours will carry over to your new year PTO amount. However, the amount you carry-over, plus any amount of hours you earn either as a pre-load and/or biweekly cannot exceed your maximum annual PTO. You will not earn additional PTO until you start taking some of your PTO and you will not recover any of those hours missed while at your maximum PTO hours. (See the PTO Carry-Over examples on page 11.)

Planning Your PTO

PTO is a partnership between you and your manager. By working together, you'll be able to take the time off you need and still be sure our business operates smoothly, efficiently and with no interruption in customer service. By planning for the entire Calendar Year whenever possible, your manager can ensure appropriate staffing levels for your store.

- A request made at least one day in advance (that does not conflict with necessary staffing levels) should be considered scheduled time.
- Generally, you should use PTO in 4 or 8 hour increments.
- There may be instances (if you leave early because you are sick) of unscheduled absences when you may be paid PTO in less than a 4 hour increment.
- If you are a part-time associate in San Francisco and you request PTO for a day that you are already scheduled, your manager will enter your PTO in the payroll system equal to the number of hours you were scheduled for that day.
- Take note of any blackout days or weeks during which PTO is not available due to critical business needs.
- Request PTO from your manager. You are not required to tell your manager why you are requesting time off, however, if you would like to give a reason, you may.
- Your manager will document your approved time on the store PTO calendar or through the online scheduling system.
- Be sure to hold some PTO "in reserve" in case of unscheduled absences, i.e., personal illness.

PTO Denials

Sometimes, PTO requests are denied due to business needs. If this happens, your manager will tell you why your request was denied. For example, if you are requesting PTO when other Associates have already scheduled time, your manager may deny your request because of the need to maintain a minimum staffing level.

Keeping Track of PTO

It is mandatory that you accurately report all PTO taken, within the appropriate payroll period, to your manager or through Bath & Body Works Employee Self Service (see chart for your reporting method). Any attempt to misrepresent your PTO may result in termination. If PTO was not entered during the appropriate payroll period, it will need to be reported to HR Direct.

California PTO Schedule for Part-Time Associates in San Francisco

PART TIME - YEAR 1	BIWEEKLY PAY PERIODS																										ELIGIBLE PTO MAXIMUM
	PRE-LOAD 1-6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26						
HIRE DATE	PTO HOURS EARNED																										
Jan, Feb, Mar	11	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	0	0	0	0	56	
Apr, May, Jun	9	0	0	0	0	0	0	0	3	3	3	3	3	3	3	3	0	0	0	0	0	0	0	0	0	33	
Jul, Aug, Sept	6	0	0	0	0	0	0	0	0	0	0	0	3	3	3	2	2	0	0	0	0	0	0	0	0	19	
Oct, Nov, Dec																4	4	0	0	0	0	0	0	0	0	8	

PART TIME - BEYOND YEAR 1	BIWEEKLY PAY PERIODS																										ELIGIBLE PTO MAXIMUM
	PRE-LOAD 1-6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26						
HIRE DATE	PTO HOURS EARNED																										
Beyond Year 1	11	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	0	0	0	0	56	

Example PTO Carry-Over

In 2017, you are entitled to and receive 152 hours of PTO. Since you did not use any of your 152 PTO hours, all of the hours will be carried over to 2018. You will not earn additional PTO until you begin using the PTO hours you carried over from 2017.

Example A: Zero carry-over from prior year, two years of service - eligible for 152 hours of PTO

SERVICE REQUIRED	CARRY OVER FROM PRIOR YEAR	PRE-LOAD 1-6	BALANCE AT BEGINNING OF YEAR	BIWEEKLY PAY PERIODS										PTO HOURS EARNED/TAKEN	YEAR END BALANCE
				7-8	9-10	11-13	14-15	16-17	18-19	20-21	22-23	24-26			
PTO Hours Earned	0	48	48	16	16	24	16	16	8	8	0	0	152	—	
PTO Hours Used	—	—	—	-24	-16	0	-40	-8	-8	-40	0	0	-136	0	
Balance	0	48	48	40	40	64	40	48	48	16	16	16	16	0	

Example B: 80-hour carry-over from prior year, four years of service - eligible for 152 hours of PTO

SERVICE REQUIRED	CARRY OVER FROM PRIOR YEAR	PRE-LOAD 1-6	BALANCE AT BEGINNING OF YEAR	BIWEEKLY PAY PERIODS										PTO HOURS EARNED/TAKEN	YEAR END BALANCE
				7-8	9-10	11-13	14-15	16-17	18-19	20-21	22-23	24-26			
PTO Hours Earned	80 ¹	48	128	16	8 ²	0 ²	16	0	8	8	0	0	184	—	
PTO Hours Used	—	—	—	0	0	-16	0	-40	0	-40	0	0	-96	88	

- 1 Carry-over of 80 hours from previous year counts as earned time in current benefit year.
- 2 At maximum hours allowed for the year. Additional PTO cannot be earned until after you take some of your available PTO. Once PTO time is taken, you will not be eligible to receive additional PTO for the prior pay periods in which you were at your maximum PTO hours. In the example, in pay periods 14-15, you will earn PTO, because you took some of your available PTO. You will not earn PTO for prior pay periods 9 - 13 because you were at your eligible PTO maximum.

full-time PTO — Colorado, Illinois, Montana and Nebraska

Our Paid Time Off (PTO) program means more flexibility for you when you want to take time away from work. Rather than providing traditional vacation, sick and personal days, PTO provides you with paid time off that you can use however you wish, including personal or family needs. This allows you to Plan time away from work with greater flexibility and individuality.

Who is Eligible

- Full-time Associates with 30 days of service.

How You Receive PTO

If you are eligible for PTO, you will earn PTO hours each biweekly pay period based on your years of service with the company. In January of each year, you will earn a pre-load of your PTO hours equal to the first six pay periods of the year. Then, the balance of your PTO will be earned and distributed beginning in the seventh pay period and continuing during the remainder of the year as indicated in the Colorado, Illinois, Montana and Nebraska PTO schedules on the following pages.

You will earn your allotted PTO hours on the first day of each biweekly pay period. You must be actively employed on the first day of any given period to earn your PTO for that period.

PTO at Year-End (Carry Over PTO)

At the end of the year, if you have PTO hours that you earned, but did not use, those hours will carry over to your new year PTO amount. However, the amount you carry-over, plus any amount of hours you earn either as a pre-load and/or biweekly cannot exceed your maximum annual PTO. You will not earn additional PTO until you start taking some of your PTO and you will not recover any of those hours missed while at your maximum PTO hours. (See the PTO Carry-Over examples on page 14.)

Planning Your PTO

PTO is a partnership between you and your manager. By working together, you'll be able to take the time off you need and still be sure our business operates smoothly, efficiently and with no interruption in customer service. By planning for the entire Calendar Year whenever possible, your manager can ensure appropriate staffing levels for your store.

- A request made at least one day in advance (that does not conflict with necessary staffing levels) should be considered scheduled time.
- Generally, you should use PTO in 4 or 8 hour increments.
- There may be instances (if you leave early because you are sick) of unscheduled absences when you may be paid PTO in less than a 4 hour increment.
- Take note of any blackout days or weeks during which PTO is not available due to critical business needs.
- Request PTO from your manager. You are not required to tell your manager why you are requesting time off, however, if you would like to give a reason, you may.
- Your manager will document your approved time on the store PTO calendar or through the online scheduling system.
- Be sure to hold some PTO "in reserve" in case of unscheduled absences, i.e., personal illness.

PTO Denials

Sometimes, PTO requests are denied due to business needs. If this happens, your manager will tell you why your request was denied. For example, if you are requesting PTO when other Associates have already scheduled time, your manager may deny your request because of the need to maintain a minimum staffing level.

Keeping Track of PTO

It is mandatory that you accurately report all PTO taken, within the appropriate payroll period, to your manager or through Bath & Body Works HRaccess (see chart for your reporting method). Any attempt to misrepresent your PTO may result in termination. If PTO was not entered during the appropriate payroll period, it will need to be reported to HR Direct.

Transfers Out of Colorado, Illinois, Montana or Nebraska

If you are transferring out of the states of Colorado, Illinois, Montana or Nebraska you will move to the non-California, or non-Colorado, Illinois, Montana or Nebraska PTO Schedule. Once you transfer to your new location you will be eligible to take your available PTO for that given year minus any time you have taken in the current year.

For example, if your available PTO hours for the year are 152 and you took 24 hours of PTO while working in Colorado, Illinois, Montana or Nebraska, you will be eligible to take 128 PTO hours for the remainder of the year.

Example PTO Carry-Over

In 2018, you are entitled to and receive 152 hours of PTO. Since you did not use any of your 152 PTO hours, all of the hours will be carried over to 2019. You will not earn additional PTO until you begin using the PTO hours you carried over from 2018.

Example A: Zero carry-over from prior year, two years of service - eligible for 152 hours of PTO

SERVICE REQUIRED	CARRY OVER FROM PRIOR YEAR	PRE-LOAD 1-6	BALANCE AT BEGINNING OF YEAR	BIWEEKLY PAY PERIODS										PTO HOURS EARNED/TAKEN	YEAR END BALANCE
				7-8	9-10	11-13	14-15	16-17	18-19	20-21	22-23	24-26			
PTO Hours Earned	0	48	48	16	16	24	16	16	8	8	0	0	152	—	
PTO Hours Used	—	—	—	-24	-16	0	-40	-8	-8	-40	0	0	-136	0	
Balance	0	48	48	40	40	64	40	48	48	16	16	16	16	16	

Example B: 80-hour carry-over from prior year, four years of service - eligible for 152 hours of PTO

SERVICE REQUIRED	CARRY OVER FROM PRIOR YEAR	PRE-LOAD 1-6	BALANCE AT BEGINNING OF YEAR	BIWEEKLY PAY PERIODS										PTO HOURS EARNED/TAKEN	YEAR END BALANCE
				7-8	9-10	11-13	14-15	16-17	18-19	20-21	22-23	24-26			
PTO Hours Earned	80 ³	48	128	16	8 ⁴	0 ⁴	16	0	8	8	0	0	184	—	
PTO Hours Used	—	—	—	0	0	-16	0	-40	0	-40	0	0	-96	88	

- 3 Carry-over of 80 hours from previous year counts as earned time in current benefit year.
- 4 At maximum hours allowed for the year. Additional PTO cannot be earned until after you take some of your available PTO. Once PTO time is taken, you will not be eligible to receive additional PTO for the prior pay periods in which you were at your maximum PTO hours. In the example, in pay periods 14-15, you will earn PTO, because you took some of your available PTO. You will not earn PTO for prior pay periods 9 - 13 because you were at your eligible PTO maximum.

part-time PTO

(All states except California - see California policy)

In all circumstances it is important you coordinate your time off in advance with your manager (when you can). Your manager will help consider the needs of the business (when appropriate) and ensure your work duties are covered in your absence.

Part-Time PTO

(All states except California - see separate policy)

Eligibility

- Part-time Associates with at least six months of consecutive service who worked an average of 20 or more hours per week over the measurement period:

PTO MEASUREMENT PERIODS	AMOUNT OF PTO AVAILABLE	DATE PTO AVAILABLE	PTO USE PERIOD
Measurement Period A: May 1st-October 31st	20 hours	January 1	January-December
Measurement Period B: November 1st-April 30th	20 hours	July 1	July-December

Example 1: Associate gets 20 hours of PTO in 2019 (Measurement Period A) and uses it throughout 2020 (PTO Use Period).

Example 2: Associate gets 20 hours of PTO based on hours worked in 2019 and 2020 (Measurement Period B) and uses it from July - December 2020 (PTO Use Period).

- The "PTO Measurement Period" is the 6 month period the company will look at to determine if you worked an average of 20 or more hours per week. There are two measurement periods in each twelve month period. The "Use Period" is the time during which you may use any PTO you have available.
- If you are eligible for PTO for a specific Measurement Period, you will be informed if you meet the criteria before each Use Period.
- The company makes PTO available for your use at the beginning of each Use Period, but you are actually earning PTO based on full months completed. See the PTO Payout for PT (Eligible) chart.
- Full-time Associates, Grandfathered Part-Time Associates and Associates who work in San Francisco are eligible under a separate policy and therefore not eligible for this policy.

Managing your PTO

- Partner with your manager to determine when PTO can be taken and how to request time off.
- Consider blackout days or times when PTO is not available due to critical business needs.
- View your PTO balance by logging on to hraccess.com>Quick Links>View Paid Time Off
- If an Associate is entitled to more generous sick or PTO benefits by state, city, or local law, the Associate will be entitled to such leave in addition to this Policy. Contact HR Direct for more information.

Unused Part-Time PTO at Year-End (all states except Colorado, Montana, Nebraska, Illinois)

Similar to the Bath & Body Works PTO Policy for FT associates, unused PTO cannot be carried over from one calendar year to the next. Any unused hours will be forfeited. You will not be paid for unused hours.

Changing Status in a Calendar Year

Part-Time to Full-time (all states except Colorado, Montana, Nebraska, Illinois)

If you are a part-time associate changing to a full-time position, you will join the full-time PTO plan in the first tier (First Calendar Year), based on the PTO for Full-Time Associates (Month Hired or Promoted to Full-Time) Chart located in the At Your Best Benefits book on HR Access.

Full-Time to Part-Time (all states except Colorado, Montana, Nebraska, Illinois)

If you are a full-time associate changing to a part-time position, your pro-rated full-time PTO benefit will be paid out to you at the time of your status change. You will be evaluated at the next PTO Measurement Period for the part-time PTO Plan.

Rehired as Part-Time with Bath & Body Works

If you are rehired by Bath & Body Works after more than 30 days, you will be treated as a New Hire and will be eligible once you qualify per this policy. If you are terminated and rehired by Bath & Body Works within 30 days, you would be evaluated at the next PTO Measurement Period as if there were no break in your service.

At Termination (all states except Colorado, Montana, Nebraska, Illinois)

If your employment terminates, you will be paid (on a pro-rated basis) for any earned but unused PTO based on full months completed in the current calendar year, less any PTO already taken in the same calendar year of termination. Use the PTO Payout for PT (eligible) chart to determine eligible PTO at termination.

For example, a part-time Associate terminates on April 15th. The Associate was eligible for 20 PTO hours and used 4 PTO hours. Using the chart, the Associate would be eligible for 2 hours of PTO payout due to having completed three full months of service (6 earned - 4 used = 2 hrs. remaining).

PTO PAYOUT FOR PT (ELIGIBLE)	ELIGIBLE PTO HOURS	
	20	40
Full Months Completed	Number Of Hours Earned*	
1	2	4
2	4	8
3	6	12
4	8	16
5	10	20
6	12	24
7	14	28
8	16	32
9	18	36
10-12	20	40

*Actual payout amount will subtract time already used in the calendar year from earned amount shown.

For associate working in Colorado, Montana, Nebraska, and Illinois

Unused Part-time PTO at Year-End

- Due to local regulations, Associates working in these states are permitted to carry-over earned but unused PTO each year. Carry-over plus earned PTO cannot exceed 60 hours at any given time during the year. Associates who have 60 hours of available PTO will not earn additional PTO until they have used some of their available PTO hours. Once the Associate uses PTO hours and drops below the 60 hours cap, they will resume earning additional PTO, if eligible, subject to the 60 hours cap.

Transfers

- If an Associate transfers into one of these states, the current PTO bank will follow and the carry-over allowance will occur at year-end.
- Upon transfer out of these states, an Associate will receive a payout for any earned but unused PTO. The Associate would then be evaluated at the next PTO Measurement Period for additional part-time PTO.

Changing Status in a Calendar Year

Part-Time to Full-time

If you are a part-time associate changing to a full-time position, you will bring your part-time PTO balance with you, and then you will join the full-time PTO plan according to the Montana, Nebraska and Colorado PTO schedule for Full-Time Associates chart located

in the At Your Best Benefits book on HR Access.

Full-time to Part-Time

If you are a full-time associate changing to a part-time position, your earned but unused PTO benefit will be paid out to you at the time of your status change. You will be evaluated at the next PTO Measurement Period for the part-time PTO Plan.

At Termination

- If you are an Associate working in these states and you resign or are terminated from the company, any earned, unused PTO will be paid to you when you terminate.

How to Take PTO (All states)

PTO is a partnership between you and your manager. By working together, you'll be able to take the time off you need but still be sure our business operates smoothly, efficiently and with no interruption in customer service. By planning for the entire calendar year whenever possible, your manager can ensure appropriate staffing levels for your store or department.

How to Plan Your PTO

- Partner with your manager to determine when PTO can be taken and how to request time off.
- Requests made early in the year may help to ensure that you can take the time off you need.
- Generally, scheduled PTO should be used in 4 or 8 hour increments. There may be instances (if you leave early because you are sick) of unscheduled absences when you may be paid PTO in less than a 4 hour increment.
- Make note of any blackout days or weeks during which PTO is not available due to critical business needs.
- Remember, you may not take PTO that has not yet been granted.

PTO Denials

Sometimes, PTO requests are denied due to business needs. If this happens, your manager will tell you why your request was denied. For example, if you are requesting PTO when other Associates have already scheduled PTO, your manager may deny your request because of the need to maintain a minimum staffing level.

Excessive Absenteeism

Our regular attendance policy still applies for unscheduled absences, regardless if you were using PTO. Being at work is critical to the success of our business. Abuse of unscheduled absences will be addressed by your manager. The same progressive discipline policy still applies.

part-time PTO — California

Our California Part-Time Paid Time Off program provides you with paid time off that you can use however you wish, including for personal or family needs. This allows you to plan time away from work with greater flexibility and individuality.

In all circumstances it is important that you coordinate your time off in advance with your manager (when you can). Your manager will consider the needs of the business (when appropriate) and ensure your work duties are covered in your absence.

Who Is Eligible

- Part-time regular associates in California with 6 months of service
- Full-time associates, grandfathered part-time associates and associates who work in San Francisco are eligible under separate policies and, therefore, are not eligible under this policy.

How You Earn PTO

After six months of continuous service, eligible associates will begin to earn 0.038 hours of PTO for every hour worked - up to a maximum of 40 PTO hours per year.

Unused Part-time PTO at Year-End (Carry Over PTO)

- Eligible part-time regular associates may carry-over earned but unused PTO each year. Carryover plus earned PTO cannot exceed 60 hours at any given time during the year. Associates who have 60 hours of available PTO will not earn additional PTO until they have used some of their available PTO hours. Once the associate uses PTO hours and drops below the 60 hours cap, they will resume earning additional PTO, if eligible, subject to the 60 hours cap.

Taking and Managing Your PTO

- Partner with your manager to determine when PTO can be taken and how to request time off.
- Consider blackout days or times when PTO is not available due to critical business needs.
- View your PTO balance by logging on to hraccess.com>Quick Links>View Paid Time Off
 - Generally, scheduled PTO should be used in 4 or 8 hour increments. There may be instances (if you leave early because you are sick) of unscheduled absences when you may be paid PTO in less than a 4 hour increment.
 - Remember, you may not take PTO that has not yet been earned.
 - Requests made well in advance may help to ensure that you can take the time off you need.

PTO Denials

Sometimes, PTO requests are denied due to business needs. If this happens, your manager will tell you why your request was denied. For example, if you are requesting PTO when other associates have already scheduled PTO, your manager may deny your request because of the need to maintain a minimum staffing level.

Excessive Absenteeism

Our regular attendance policy still applies for unscheduled absences, regardless if you were using PTO. Being at work is critical to the success of our business. Abuse of unscheduled absences will be addressed by your manager.

Transfers In/Out of California

- If an eligible associate transfers into California, their current PTO accrual will follow them and the carry-over allowance will occur at year-end.
- If an eligible associate transfers out of California, the associate will receive a payout of any earned but unused PTO. The associate would then be covered under the PTO policy applicable in their new location.

Changing Status

- *Part-Time to Full-time*
If you are a part-time associate changing to a full-time position, you will bring your part-time PTO balance with you, and then you will join the full-time PTO plan according to the PTO schedule for full-time associates chart located in the PTO policy in HR Access.
- *Full-time to Part-Time*
If you are a full-time associate changing to a part-time position, your earned but unused PTO benefit will be paid out to you at the time of your status change and, if eligible under this policy, you will begin earning PTO hours under this policy.

At Termination

- If you resign or are terminated from the company, any earned, unused PTO will be paid to you when you terminate.

Changes in a Calendar Year

Rehired as Part-Time with Bath & Body Works

If your employment ends and you are rehired by an Bath & Body Works company within 30 days, you will begin accruing PTO hours immediately upon your rehire, provided you had previously completed six months of continuous service. If you are rehired by Bath & Body Works after 30 days, you will be treated as a new hire and will be eligible to begin earning PTO hours once you qualify per this policy.

part-time PTO — grandfathered associates

Who is Eligible

- Part-time grandfathered store management
- Part-time grandfathered home office, distribution center and customer care center Associates hired *prior* to January 1, 2004

Accumulating PTO

Associates eligible for part-time PTO benefits are eligible to use PTO based on years of service. See chart below.

PTO for Eligible part-time associates

SERVICE REQUIRED	PTO HOURS AVAILABLE
11th - 14th Calendar Year	86 hours
15th Calendar Year & thereafter	96 hours

If you are a part-time benefits-eligible salaried Associate, your PTO will be charged based on the number of hours you are normally scheduled for that day. Hours are based on an 8 hour work day

Unused PTO

(all states except California, Colorado, Illinois, Montana and Nebraska)

At Year-end

Four hours of unused PTO may be carried over from one Calendar Year to the next. Any additional remaining hours will be forfeited. You will not be paid for unused hours.

While on a Leave of Absence

If you are on a leave of absence at the end of the year and have PTO remaining, four hours are available to be carried into the new Calendar Year. Any additional remaining hours will be forfeited. You will not be paid for unused hours.

At Termination

See At Termination on page 5 for explanation and use the PTO Paid At Termination chart to determine eligible PTO at termination.

Full Months Completed	PART-TIME ASSOCIATES	
	ELIGIBLE PTO HOURS	
	86	96
Number of Hours Paid at Termination		
1	9	10
2	18	19
3	27	29
4	36	38
5	45	48
6	54	58
7	62	67
8	70	77
9	78	86
10-12	86	96

PTO Paid at Termination

Changing Status in a Calendar Year

(all states except California, Colorado, Illinois, Montana and Nebraska)

Part-time to full-time

Use the *Part-time to Full-time Status Change* chart to determine your PTO benefit if you change from part-time to full-time status. When your status changes to full-time, your PTO service level date is the date in which you were originally hired. See the *PTO for full-time Associates* chart for required service levels.

If you are classified in the payroll system as part-time “grandfathered” store management and you move to a full-time position, you will lose your part-time grandfathered status and will no longer be eligible for part-time PTO benefits, should you move back to part-time status.

If you are classified in the payroll system as a “grandfathered” home office, distribution center or customer care center Associate you will remain “grandfathered” until you terminate with the company, regardless of your status.

MONTH OF CHANGE TO FULL-TIME STATUS	FULL-TIME PTO BENEFIT AVAILABLE Based On Length Of Service
January through March	The maximum allowable ¹
April through June	75% of the maximum allowable ¹
July through September	50% of the maximum allowable ¹
October through December	Remaining PTO

¹ Rounded to the nearest day minus any time taken during the current Calendar Year.

Part-time to Full-time Status change

Full-time to part-time

If you are a full-time working in the home office, distribution or customer care center hired prior to January 1, 2004, and change from full-time to part-time you will be eligible for part-time PTO benefits based on the chart below.

MONTH OF CHANGE TO PART-TIME STATUS	PTO AVAILABLE
January through June	50% of the previous PTO benefit less any time taken during the current Calendar Year
July through December	Total remaining PTO will be cut to 50%

For part-time PTO benefits in the Calendar Year following your status change see the *PTO for Eligible Part-time Associates* chart.

Rehire

Grandfathered Store Management

If you are re-hired, you will not be eligible for "grandfathered" status regardless of your rehire date.

Grandfathered Home Office, Distribution or Customer Care Center Associates (Hired PRIOR to January 1, 2004)

If eligible before you left, when you return within 30 days, your "grandfathered" status will be re-instated. You will retain the number of PTO hours for which you were originally eligible at the beginning of the Calendar Year less the time already used and/or paid in that Calendar Year. If you have been gone for more than 30 days, we considered this a break in service. This means you will lose your "grandfathered" status.

Please see pages 2-5 for all other PTO guidelines.

flexible PTO - vice president & above

We believe taking time away from work to relax, unwind and fulfill personal commitments promotes a healthier lifestyle and a more productive organization. Bath & Body Works offers Flexible Paid Time Off (PTO), allowing you to focus on taking the time off from work that you need in order to recharge and continue to perform, rather than a time based benefit Flexible PTO means that you can take time off when you need or want it in order to most effectively and successfully balance your personal commitments and pursuits while also maintaining the needs of your position, your team and our business.

Who is Eligible

- Our Flexible PTO program covers associates who are at the Vice President level or above. For other associates, the existing PTO program remains in effect.

Rate of Pay

Flexible PTO is paid at the same rate as your regular salary.

What We Expect

While there is generally no limit to the amount of PTO associates may take, your responsibilities, accountabilities and performance expectations remain the same. Your performance will be measured on the same goals and outcomes. You must be sure to understand your manager's expectations for your work when scheduling time off.

Associates who violate or abuse this policy could be subject to disciplinary action, up to and including termination of employment.

Flexible PTO Requests

- Associates are responsible for managing their own PTO. Flexible PTO does not mean unconstrained PTO; you are expected to schedule your PTO in advance and notify your manager to allow for any adjustments based on business need. Typically associates should request PTO no less than 1 week ahead of time for foreseeable absences, and as soon as possible for unforeseeable absences. Requests of PTO for more than 3 consecutive weeks are likely more appropriately made as requests for Personal leave or other types of leave.
- You are responsible for communicating with your manager and key team members to ensure the necessary coverage for your responsibilities while you are out (with particular attention to any deadlines that may occur in your absence).

- The Company reserves the right to deny any associate approval to use Flexible PTO for any reason, including, but not limited to, business demands, associate performance, associate attendance and disciplinary issues, or the extent of Flexible PTO already used by the associate. The Company will not deny any request for time that is required to be approved under a state or local sick leave law, up to the statutory requirement of time.

Leave of Absence Situations

Flexible PTO does not replace existing leave of absence policies, and associates who qualify for other paid or unpaid leaves of absence (whether under federal, state, or local law, or under Company policy), will be provided leave under those policies and not be eligible for Flexible PTO pay unless specified in this Flexible PTO policy. Associates are able to use up to 3 weeks of PTO while on an otherwise unpaid LOA (e.g. FMLA without STD payments, personal leave). Beyond that, associates will need to apply and be approved for short term disability or similar state-specific paid leave in order to be paid during their extended time off.

For more information about our leave of absence, FMLA, maternity leave, disability, and other policies, including when you must request a leave of absence, refer to the Benefits Book or contact HRDirect.

Termination

Flexible PTO is not an earned or accrued benefit or wage, and is not owed or paid to you if your employment with the Company ends for any reason. If you resign from the Company, Flexible PTO cannot be scheduled or used after your notice date.