

macy's

MY DAY MY WAY

You have flexibility and ownership of your schedule.

Find the option that matches your job and take charge of your time.

Except as noted, shifts are 6-8 hours.

OPTION BT1

YOU'RE AVAILABLE
all hours
You're available five days, want to work 35-40 hours a week and prefer to have all shifts assigned.
READ MORE »

OPTION BT2

YOU NEED
some flexibility
You're scheduled four days/ 28-32 hours per week and you self- select additional shifts.
READ MORE »

OPTION 4

YOU NEED
a lot of flexibility
Or, you already have a primary job, but can work 12-20 hours a week. Up to four days a week are assigned, and you can self-select additional shifts. Some are shorter: 3-8 hours. **READ MORE »**



Note: **Big Ticket Version**



You're available all hours

This may be the right choice for you if you're available all hours or in a specialized job and prefer to have your shifts assigned, 5 shifts per week for a total of 35-40 hours. This option is available for specific jobs. Check with your manager if you have questions.

OPTION
BT1

Hours/Shifts

- You'll be assigned **35-40 hours/ 5 days** per week
- In **6-8 hour shifts**, (**5.5-8 hours on Sundays**) excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:31PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your Availability. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

PLUS

- You may select up to 2 mornings off per week M-F (shifts not assigned before 1PM)

AND

- Select up to 2 evenings off M-F (shifts not assigned after 6PM)

OR

- You may select up to 2 full days off M-F by choosing 2 mornings and evenings on the same two days.

You may select up to 3 days per month that you are not available to work, (Unavailable Days). Two of those days may be used consecutively and on Sunday or Saturday.

Use Temporary Availability to limit or open up your availability when you have occasional schedule needs. Plan ahead for time off by using "unavailable days", Attendance Credits or PTO (Paid Time Off). Use all of these tools to insure you achieve and maintain your status, benefits (at least 32 average hours paid per quarter to maintain FT benefits), and other requirements.

You can view your schedule no later than the Friday nine days before the work week. The published schedule includes assigned shifts and any planning ahead activity you've completed.

We will not change your schedule once shifts are published – you must use the self-service tools available to make adjustments to your assigned shifts.

What's Different during Holiday Season and Key Days?

All associates need to be available to work Key Days and during Holiday season. During Key Days & Holiday season (November and December), hours and shifts may be adjusted. Key days are extreme business days when your presence can have the most impact. During Thanksgiving and Christmas weeks, shifts of up to 10 hours may be assigned and Unavailable Days may not be used in December.

You can open up your availability on these days, or the system may **override your availability choices to assign you shifts as needed.** Not assigned a shift on a Key Day? Plan to pick one up!

Please note: In California, Nevada, and Puerto Rico, shifts are generally no more than 7.75 hours in a day with a maximum of 39 hours in a work week.

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Note: **Big Ticket Version**



You need some flexibility

This may be the right choice for you if you need a little flexibility and prefer to select some shifts yourself. You will be assigned 4 days per week for a total of 28-32 hours. This option is available for specific jobs. Check with your manager if you have questions.

OPTION

BT2

Hours/Shifts

- You'll be assigned 28-32 hours / 4 days per week
- You may pick up any additional shifts
- In 6-8 hour shifts, (5.5-8 hours on Sundays) excluding meals and breaks
- And work up to 2 late shifts assigned per week (ending after 7:31PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your Availability. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

PLUS

- You may select up to 2 mornings off per week M-F (shifts not assigned before 1PM)

AND

- Select up to 2 evenings off M-F (shifts not assigned after 6PM)

OR

- You may select up to 2 full days off M-F by choosing 2 mornings and evenings on the same two days.

You may select up to 3 days per month that you are not available to work, (Unavailable Days). Two of those days may be used consecutively and on Sunday or Saturday.

Use Temporary Availability to limit or open up your availability when you have occasional schedule needs. Plan ahead for time off by using "unavailable days", Attendance Credits or PTO (Paid Time Off). Use all of these tools to insure you achieve and maintain your status, benefits (at least 32 average hours paid per quarter to maintain FT benefits; 20 hours for PT benefits), and other requirements.

You can view your schedule no later than the Friday nine days before the work week. The published schedule includes assigned shifts and any planning ahead activity you've completed. We will not change your schedule once shifts are published – you must use the self-service tools available to make adjustments to your assigned shifts.

What's Different during Holiday Season and Key Days?

All associates need to be available to work Key Days and during Holiday season (November and December) **and may be assigned expanded hours as follows:**

- 28-**40** hours/4-**5** days per week
- During Thanksgiving and Christmas weeks, shifts of up to 10 hours may be assigned
- Unavailable Days may not be used in December.

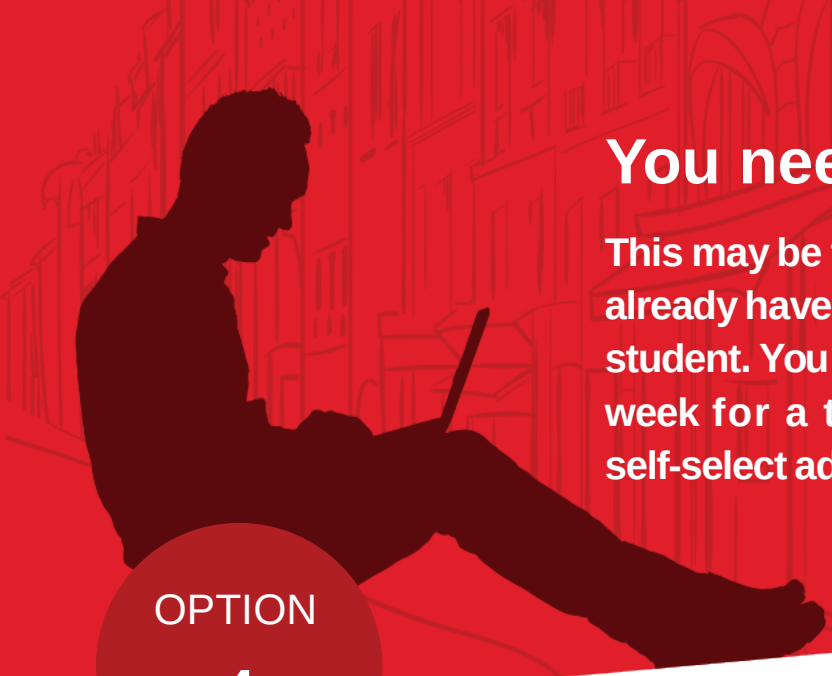
Key days are extreme business days when your presence can have the most impact.

You can open up your availability on these days, or the system may **override your availability choices to support the business as needed.** Not assigned a shift on a Key Day? Plan to pick one up!

Please note: In California, Nevada, and Puerto Rico, shifts are generally no more than 7.75 hours in a day with a maximum of 39 hours in a work week.

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Note: **Big Ticket Version**



You need a lot of flexibility

This may be the best choice for you if you already have a primary job or if you're a student. You will be assigned up to 4 days a week for a total of 12-20 hours and you self-select additional shifts.

OPTION 4

Hours/Shifts

- You'll be assigned 12-20 hours /up to 4 days per week
- You may pick up any additional shifts
- In 3-8 hour shifts, excluding meals and breaks

Managing Your Schedule

Availability is required on weekends, including Friday evenings, and on Key Days.

Customize your assigned shifts to best fit your lifestyle by indicating your Availability. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

You may select up to 3 days per month that you are not available to work, (Unavailable Days). Two of those days may be used consecutively and on Sunday or Saturday.

Use Temporary Availability to limit or open up your availability. Plan ahead for time off by using "unavailable days" or Attendance Credits. Use all of these tools to insure you achieve and maintain your status, benefits (at least 32 average hours paid per quarter to maintain FT benefits; 20 hours for PT benefits), and other requirements.

You can view your schedule no later than the Friday nine days before the work week. The published schedule includes assigned shifts and any planning ahead activity you've completed.

We will not change your schedule once shifts are published – you must use the self-service tools available to make adjustments to your assigned shifts.

What's Different during Holiday Season and Key Days?

All associates need to be available to work Key Days and during Holiday season (November and December) **and may be assigned expanded hours as follows:**

- 12-**28** hours/up to **4** days per week
- During Thanksgiving and Christmas weeks, shifts of up to 10 hours may be assigned.
- Unavailable Days may not be used in December.

Key days are extreme business days when your presence can have the most impact.

You can open up your availability on these days, or the system may **override your availability choices to support the business as needed.** Not assigned a shift on a Key Day? Plan to pick one up!

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Note: **Big Ticket Version**

My Schedule Plus

Selection Window

Managing Your Choices

In My Schedule Plus, you have choices to customize your assigned shifts to fit your lifestyle needs.

- Schedule Option
- Availability
- Preferred Availability

You will have the opportunity to change your Option and Availability choices during the semi-annual selection window.

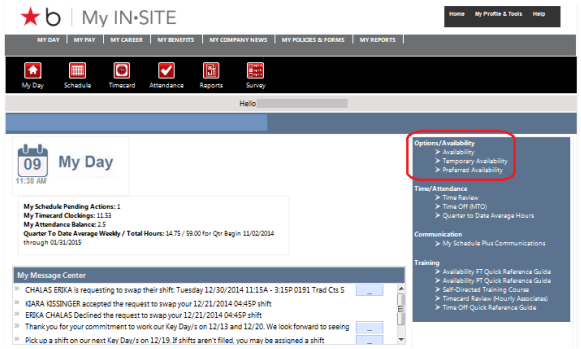
Your Option & Availability choices are always used and honored when assigning shifts with the exception of Key Days and the Holiday Season.

You can open up your availability on these days, or the system may override your availability choices to assign you shifts as needed. Not assigned a shift on a Key Day? Plan to pick one up!

View Your Options & Availability in My IN-SITE

From My IN-SITE, you can view your current Schedule Option, review your current Availability, and access the Edit Availability option.

1. Log into **My IN-SITE**.
2. Select the **My Day** tab.
3. Navigate to the **Options/Availability** menu.
4. Select **Availability**.



Option

Your current Schedule Option and Availability settings are displayed:

Options 1, 2, 3



Options 4, 5, 6



Schedule Option

5. Select **Edit Availability** to change your schedule options.
6. Using the drop-down menu, select your desired schedule option.

Refer to My Day My Way (AGOA) for details.

Note: All options are not available to all associates. Please contact your manager with additional questions.

Availability

Use the 'Edit Availability' link to update your availability choices for long-term needs. For instance, if you volunteer every Thursday evening, you can block this time period and the system will not assign a shift to you on Thursday evening.

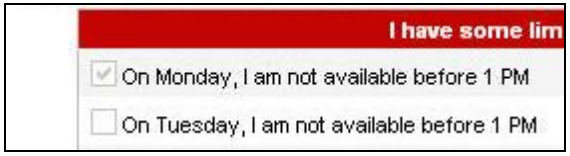
7. If you've already selected your Schedule Option, move to the area where you can select your Availability:

Options 1, 2, 3:

You have two choices:

- I am available all store hours.
- I have some limitations in my availability.

If you have limitations in your availability, check the days and times you are unavailable.



Options 4, 5, 6: Select your availability by day:

- Any hours (Open to Close)
- Opening shift (Open to 6)
- Closing Shift (6 to Close)
- Other* (Outside of hours listed)
- Day off (All Day)



*If needed, update **Available From** and **Available To** default settings with new timeframes by selecting "Other."

8. Click **Save**.

Preferred Availability
Options 1, 2, 3, 4, 5, 6

Use Preferred Availability to select preferences for your assigned shifts.

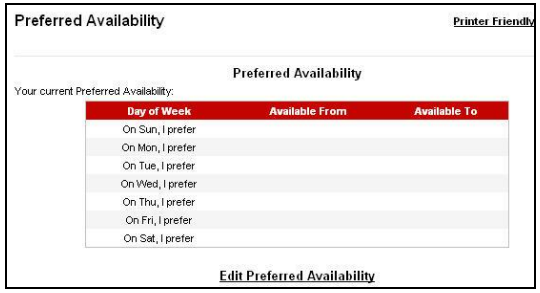
Although they are not guaranteed, your selections will be considered and every effort to honor them will be made depending on business needs.

Note: You may change your preferences at any time; changes will be applied to future schedules.

Note: Preferred Availability selections must be made for Sunday and Saturday.

1. Log into **My IN-SITE**.
2. Select the **My Day** tab
9. Navigate to the **Options/Availability** menu.
3. Select **Preferred Availability**.

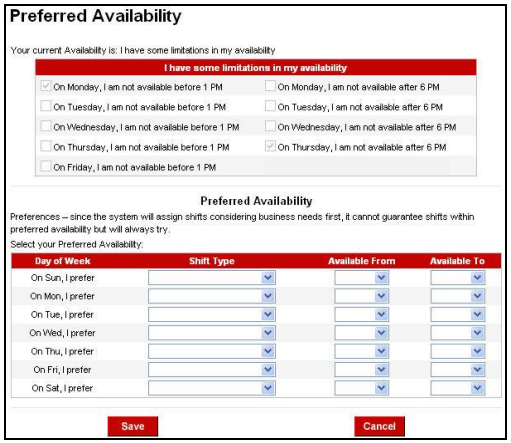
Your current Preferred Availability settings are displayed.



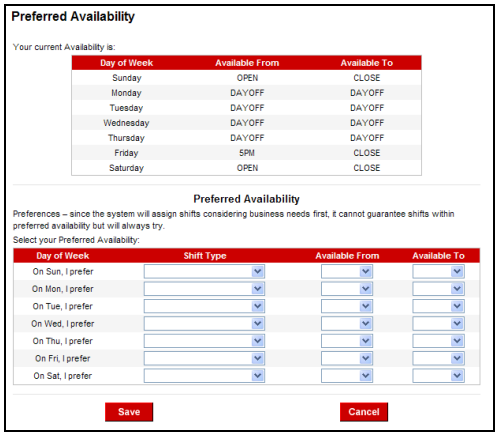
4. Select **Edit Preferred Availability**.

   The system displays the Preferred Availability window.
5. Select the preferred **Shift Type** for each day.
   - Any hours (Open to Close)
   - Opening shift (Open to 1)
   - Closing Shift (6 to Close)
   - Other *(Outside of hours listed)
   - Day off (All Day)

Options 1, 2, 3



Option 4, 5



*If needed, update **Available From** and **Available To** default settings with new timeframes by selecting "Other."

6. Click **Save**.

Frequently Asked Questions

1. **Q. What is the semi-annual schedule option & availability selection window?**

   A. Twice a year associates have an opportunity to update their schedule options and availability choices in My Schedule Plus.

2. **Q. Who will participate in the schedule option & availability selection window process?**

   A. My Schedule Plus selling associates with Option/Availability settings will have access to make changes using the MSP menu in My IN-SITE. Associates are not required to make a change. Make changes only when you decide to modify a previous selection.
   Captured Date: You may adjust your entries throughout the selection window. Selections on the **last date of the window** will be captured and used for shift assignment for the next season.
   Effective Date: New choices will be effective within 3 weeks of close date.

3. **Q. Why should I review or make changes to my option & availability?**

   A. Lifestyle needs change and this is an opportunity to reconsider choices to meet the need for assigned hours, shift flexibility, day off, open availability etc. Here are a few things to consider:

   Schedule Option is where you will select the best schedule option to support your current lifestyle needs. An associate who will be making a change to schedule option will want to discuss their change in needs with their manager and make a selection based on what is **most important** in their weekly schedule – assigned hours, day off, flexibility to pick up shifts, etc.

   Availability is where you indicate if you have limitations in your availability for assigned shifts. The scheduling system will assign shifts based on the choices you make.
   Note: Your choices will be reflected in the shifts you are assigned for the next 6 months.

4. **Q. Who has the opportunity to select FT Option 1?**
   A. Specified jobs and any Full-Time Associates with Option 1 currently selected.

Further Information

For additional information, contact your manager.

My Schedule Plus

Weekly Schedule Management

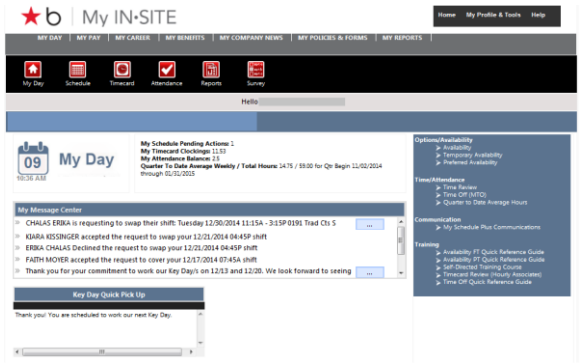
Building Your Weekly Schedule

Every other Friday, all associates have the ability to **view shifts for the week beginning Sunday, 9 days out.**

My Schedule Plus provides you with the tools to manage your scheduling needs each week - to build hours and accommodate the events that come up in your life.

Manage your weekly schedule using My Day from any in-store kiosk, at the register or from any device with internet access.

From **My Day you have** easy access to your timecard, schedule, hours and attendance as well as personalized messages.



Access from the Register

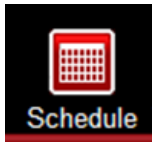
- From the Main Menu, press **F11**
- Tab to highlight **MSP My Day** and press **Enter.**
  Or use the glidepad (located on the top right corner of the keyboard) in the same way as a computer mouse.
  - Use your finger on the glidepad to move the pointer on the screen. Tap your finger on the glidepad to click. Tap twice to double click. You can also left or right click using the buttons.
- At the My IN-SITE sign-in page, enter your 8-digit Employee ID and your My IN-SITE password.
- Click on the **Schedule** icon for self-service tools.
- Click on the **Reports** icon for Area Schedule View.
- When complete, click Logout, then press **F11** to return to the register Main Menu.

Access via Internet

URL--- http://www.employeeconnection.net/
- log onto My IN-SITE, click on My Day

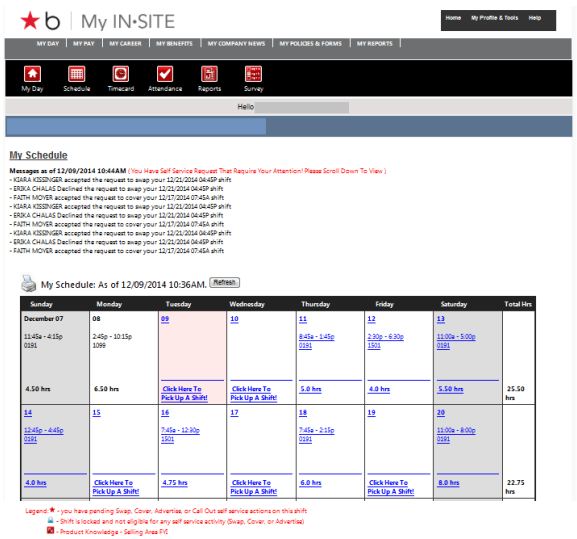
URL--- https://hr.macys.net/msp
- log onto My IN-SITE and you are taken directly to My Day

Schedule



Click on the Schedule icon on My Day to display your active schedule in calendar format.
Complete all your weekly schedule activity using the My Schedule calendar.

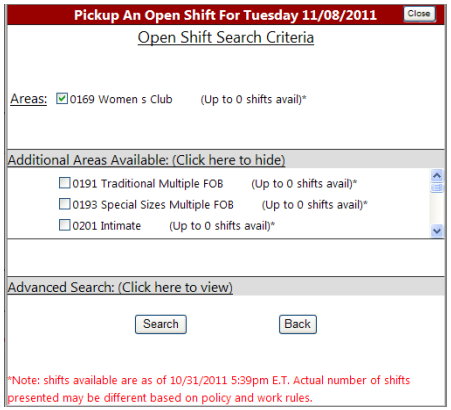
- Schedule-related messages to you display above the calendar.
- My Schedule calendar shows your active schedule.
- A Printer icon and Refresh button are provided at the top of the calendar.
- To view details of or take action on an assigned shift, click on the shift.



Pick Up Shift

When you want to **pick up a shift** on a day where you are not already assigned a shift, select **Click Here To Pick Up a Shift** on the calendar date.

- Most associates will want to pick up some shifts to meet their minimum hours commitment each week
- Click the 'Click Here To Pick Up Shift' link to initiate Pick Up Shift action.
- Shifts for your home zone are displayed first.
- From this same screen you can search **Additional Areas** and also use **Advanced Search** to narrow search by start/end time.
- Once you pick up a shift, your My Schedule calendar will update immediately with changes.
- Only qualified shifts will display.



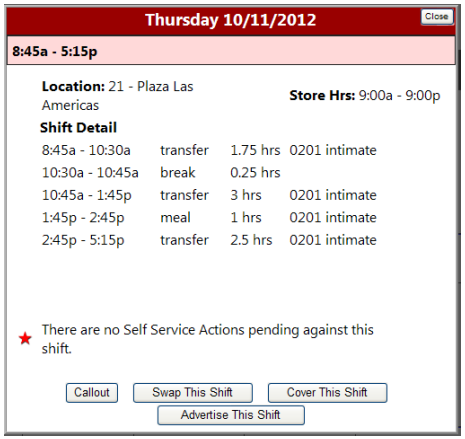
Modify Shift

- Use this function if you are picking up an open shift within 2 hours of shift start time and you need to delay the shift start time so you can arrive on time.
- You can delay the shift start time up to 1 hour, in 15 minute increments.
- Click the **Modify** button, then click on the drop down menu to display start time choices.
- Click on the start time you wish.
- Click on the **Pickup Modified Shift** button to complete the pickup and see the shift added to your schedule.

Other Actions From Your Calendar

When you own a shift, start & end times and department are shown on the calendar date.

Click on the shift and you can Swap, Cover, Advertise or Call Out a shift. When you use these features, only qualified shifts for both associates will be shown (i.e., no violation of work rules such as overtime, days worked in a row, hours between shifts).



Swap Shift

Use when you want to swap your shift with a shift assigned to your coworker.

- **Ownership of shift** changes at completion of swap request
- **Swap Shift request expires** 2 hours prior to shift start time if not accepted

Cover My Shift

Use when you have identified a coworker who has agreed to work a shift for you (not a swap). This will deduct the hours from you, and add the hours to the coworker who accepts the shift.

- **You own the shift** until the designated coworker accepts it
- **Cover My Shift request expires** if not picked up 2 hours before shift start time

Advertise My Shift

Use when you want to advertise your shift for a coworker to pick-up.

- **You own the shift** until someone picks it up
- **Advertise My Shift expires** 2 hours before shift start time
- This will deduct the hours from you, and add the hours to the coworker who accepts the shift.

Call Out

Use when you want to call out for a shift within 24 hours of the shift start time.

- From My Day, click on the **Schedule** icon to view your schedule.
- Click on the shift that you want to call out.
- If within 24 hours of shift start time, the **Callout** button is active. Click on the **Callout** button.
- Follow the prompts and click the appropriate answer to any question.
- You will see a confirmation message that your shift is now available for pick-up. Click **Ok** to update your schedule. A red star on your schedule indicates that action is pending on that shift.
- Once a shift is called out, another associate can pick it up. If the shift is picked up, you will receive a confirmation message on My Day.
- If your shift is not picked up by another associate, you can cancel the Call Out Request prior to start time or up to one hour after the shift start time. If you are able to work the shift, simply click on the shift you have called out and click the **Cancel Request** button.

If you do not have access to My Day, your Call Out must be completed by phone.

Attendance Credits

- If you initiate Swap, Cover, Advertise or Call Out activity and another associate successfully picks up your shift, you will not use Attendance Credit(s).
- If your shift is NOT picked up by another associate, you will have to use your Attendance Credit(s).

Shift Notations

Shift notations may appear on an assigned shift. These are explained at the bottom of your calendar page.

You have pending Self Service actions on this shift.

Shift is locked. You cannot use Advertise, Cover or Swap on a locked shift.

Product Knowledge – Selling Area FYI available at register only.

Messages

All Swap, Cover, Advertise and Call Out activity is documented on My Day under "My Message Center" and in the Messages section above your calendar/schedule.

Self service history is available using the Reports icon.

Reports



Area Schedule View displays all shifts assigned in a department.

All Self Service activity is available in My Self Service Request History and Self Service Request Of Me.

Area Schedule View

Use when you want to see shifts in your area for current and upcoming week(s).

- To access, click the **Reports icon**, then click Area Schedule View. View is updated every 30 minutes.
- This is for view only. No action can be taken.

My Schedule Plus

Unavailable Days

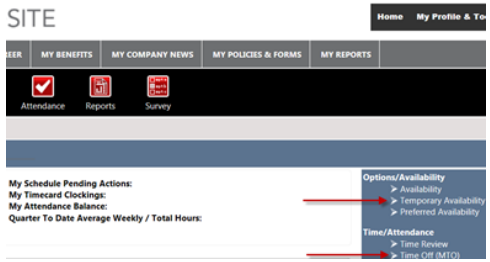
Temporary Availability

Temporary Availability allows you to temporarily limit or expand your availability in order to plan ahead for temporary schedule needs. Unavailable Days are a convenient self-service tool to provide you with additional flexibility and more control over your time off, including a weekend off every month.

Associates with Option/Availability choices typically have three unpaid Unavailable Days each month. Here are a few important things to keep in mind when using your unpaid Unavailable Days:

- You have 3 unavailable days each month, 2 of which may be used for weekend days.
- Unused unavailable days will not carry over from month to month.
- In December, our busiest holiday shopping period, Unavailable Days may not be used.
- You may only use 2 unavailable days consecutively.

Access Temporary Availability



There are two ways to access Temporary Availability.

1. Log into My IN-SITE.
2. Click **MY DAY**
3. Expand the **Option/Availability** menu option and select Temporary Availability.

Select **Time Off** to limit your availability.

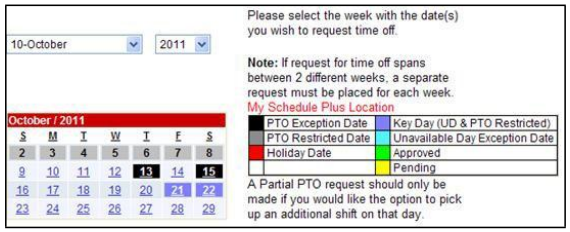
-or-

Expand **Time/Attendance** menu option and select **Time Off (MTO).**

Request Unavailable Days

To request Unavailable Days, do the following:

1. From **Time Off** in the MTO system.
2. Select a month when you want to take time off.
3. Click a blue hyperlinked date to select that week.



4. Select the specific days within that week that you want to use for **Unavailable Days**.

Time Off Legend

	PTO Exception Date		Key Day (UD & PTO Restricted)
	PTO Restricted Date		Unavailable Day Exception Date
	Holiday Date		Approved
			Pending

- **PTO Exception Date** (highlighted in black)—Blocked for PTO selection.
- **PTO Restricted Date** (highlighted in gray)—Available for PTO selection, but may be subject to restrictions.
- **Holiday Date** (highlighted in red)—Indicates a holiday; do not select PTO for these dates. However, an unavailable day can be selected.
- **Key Day (UD & PTO Exception Dates)** (highlighted in purple)—Blocked for PTO and unavailable day selection.
- **Unavailable Day Exception Date** (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.
- **Approved** (highlighted in green) - dates have been submitted and approved
- **Pending** (highlighted in yellow) - dates have been submitted and are waiting for approval

Note: Key Days are extreme volume days when we expect all associates to be available to work. Because of the critical business need, please plan to be assigned a shift or to pick up a shift to support and maximize sales.

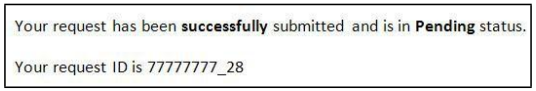
Refer to the Key Days guide published seasonally.

5. Select the **Type of Request.**
6. Click **Submit.**
7. **Confirm** your request.

Note: Only associates can manage unavailable days.

Note: If your request only includes Unavailable Days (no PTO), the request will automatically approve.

If you request both PTO and UDs, the system will display a message confirming the request has been submitted and is in Pending status.



The message includes a unique ID number you can use to track the request's progress through the approval process from the View Request History tab.

Manage Weekends

Plan Ahead for weekends off by using Unavailable Days.

- You may take one full weekend off each month.
- You may enter weekend requests in advance.
- You must enter the request at least three weeks in advance.

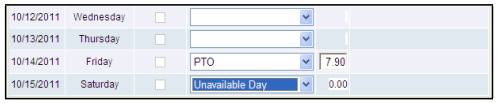
Refer to the Weekly Schedule Guide for important dates.

- Selecting an Unavailable Day guarantees that the shift will not be assigned to you. Unavailable Days do **not** deduct from your assigned hours range, provided you have enough open availability for the system to assign you a shift. To ensure you receive your full complement of hours for your Option choice, use **Temporary Availability** - **Open Up** to expand your availability in weeks where you use multiple Unavailable Days.

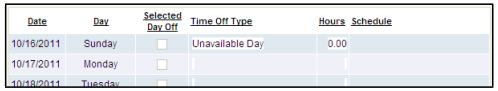
Refer to the Planning Ahead QRC

Note: Because the request for an entire weekend spans over 2 different weeks, you must submit 2 separate requests.

Week 1

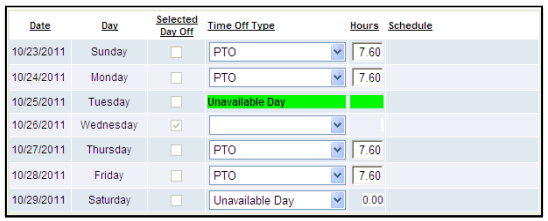


Week 2



Manage Time Off

- You can use Unavailable Days in conjunction with other time off options including your selected day off (Availability) and Paid Time Off.
- A choice must be made for every day you do **NOT** want to be assigned a shift.
- In this example, the associate would like an entire week off. He uses a combination of PTO, Unavailable Days and his regular day off of Wednesday to ensure that he isn't assigned to work the entire week.



- To ensure you receive your full complement of hours for your Option choice, use **Temporary Availability - Open Up** to expand your availability in weeks where you use multiple Unavailable Days.

Refer to the Planning Ahead QRC

View Macy's Time Off Request History

The **View Request History** tab displays Pending, Approved, Denied, and Canceled entries starting with the current date through the end of the fiscal year.

To show a longer or shorter history, click the calendar icon next to the **Begin Date** or **End Date** field.

Color Coding Legend



The requests are color coded based on the status.

- Pending—Yellow
- Approved —Green
- Canceled—Gray Denied—
- Red

Cancel Time Off

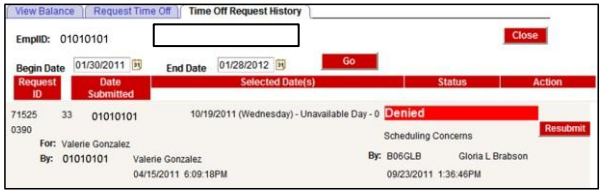
MSP associates can cancel a Pending or Approved request as follows:

1. Click **Cancel**.

   The system displays a prompt asking you to confirm the request.
2. Click **OK** to proceed with the cancellation.

   The View Request History page refreshes and displays the canceled status of the request.





Note: Executives can use these same instructions to cancel an Approved request for PTO. Executives cannot cancel Unavailable Days.

Further Information

For additional information, contact your manager.

My Schedule Plus

Planning Ahead

Managing Your Choices

My Schedule Plus gives you ownership and flexibility. You have the responsibility to plan ahead to build and manage your schedule - to accommodate events that come up in your life.

Preferred Availability

Preferred Availability may be updated throughout the year for future schedules.

Use **Preferred Availability** to indicate when you **prefer** to have shifts assigned. Although they are not guaranteed, your selections will be considered and every effort to honor them will be made depending on business needs.

Refer to the 'Selection Window' QRC

- You are encouraged to select preferences for every day of the week.
- You must select preferences for Sunday and Saturday.

Temporary Availability

Use **Temporary Availability** to limit or expand your Availability in order to accommodate temporary schedule needs.

- **Open Up**: Allows you to expand your availability one week at a time
- **Unavailable Day**: Allows you to select additional days as unavailable for shift assignment

1. Log into **My IN-SITE**.
2. Select the **My Day** tab.
3. Navigate to the **Options/Availability** menu.
4. Select **Temporary Availability**.
5. Select **Time Off** to limit your availability with PTO or Unavailable Day from the MTO system
6. Select **Open Up** to expand your availability.



7. Select the **Applicable Week** from the dropdown menu.

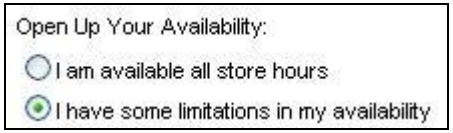
   Note: Planning Ahead activities must be in the system at least 4 weeks prior to the applicable week.

   Refer to the 'Weekly Schedule Guide' for dates.

8. Select "I am available for all store hours" to make yourself available for all times the store is open.

   Or

   Select "I have some limitations in my availability" to retain some of your current restrictions to Availability.



   Option 4 & 5: Select the **Shift Type** for each day:

   - Any hours (Open to Close)
   - Opening shift (Open to 6)
   - Closing Shift (6 to Close)
   - Other *(Outside of hours listed)
   - Day off (All Day)

   *If needed, update **Available From** and **Available To** default settings with new timeframes using the "Other" option.

9. Click **Save**.

Time Off

Use Macy's Time Off (MTO) to plan ahead by submitting time off requests, including Paid Time Off (PTO) and Unavailable Day.

- **PTO:** Use Paid Time Off hours to indicate "pay me for this day, but do not assign a shift to me." ***Refer to the 'MSP Macy's Time Off' QRC***
- **Unavailable Days:** Use an Unavailable Day to tell the system you are not available for shift assignment.
- Unavailable Days is one method to capture your interest in planning a weekend off during the month.
  - You have 3 unavailable days each month, 2 of which may be used for weekend days.
  - Unused unavailable days will not carry over from month to month.
  - In December, our busiest holiday shopping period, Unavailable Days may not be used.
  - You may only use 2 unavailable days consecutively.

  Note: To ensure you are assigned your hours in your option do not make yourself too unavailable. Use Temporary Availability to give yourself more availability.

  Note: When planning for time off, you can use a combination of Paid Time off, Unavailable Days and your standard Availability to let the system know not to assign shifts during that period of time. The system requires an indicator telling it not to assign shifts for every day you do not want to work.

  Refer to 'Unavailable Days' QRC

Key Days

Key Days are extreme business days when we expect all associates to be available to work. If you are not assigned a shift, plan to pick up a shift on Key Days. You should use self-service tools to select an open shift that fits your work-life.

Refer to the Key Days guide published seasonally.

Manager Communication

With My Schedule Plus, you are responsible to build and manage your schedule. This includes communicating with your manager on your Planning Ahead choices.

Further Information

For additional information, contact your manager.



My Day….My Way

It's your responsibility to manage your credit bank so you don't run out of credits. If you have questions or concerns about your credits, please contact your Supervisor. You can also access the full Attendance Policy on the eMAG!

Get the most from your attendance!

4 simple ways to earn and use your credits.

Earn Attendance Credits	
½ credit	• When you demonstrate perfect attendance over a two week period

Use Attendance Credits	
½ credit	• Arriving 10 or more minutes late
1 credit	• Absent (Monday—Friday) • Consecutive absences during the week (Monday—Friday)
2 credits	• Absent (Saturday or Sunday) • Consecutive absences (including a Saturday or Sunday)

QUICK TIPS

- You can always view your credit balance on My Day.
- Use the Call Out feature on My Day to report your absence… If someone picks up your shift, you won't have to use credits.
- An approved Leave of Absence may mean you won't use credits. Be sure you're aware of your responsibilities under any leave policy.
- **Don't let your credit balance reach zero**…it may result in the end of your employment.

★ be the magic.

These benefits may or may not be available to associates who are represented by a labor organization. Please contact your Supervisor or Human Resources Representative to review the policies that apply to your location.

Macy's Time Off

Associates
Quick-Reference Card

Macy's Time Off

This quick-reference outlines how to submit time-off requests. This document can be found in the Macy's Time Off (MTO) application on the View Balance page, along with a User Guide that details the system features and highlights the MTO system.

MTO is an application available in My IN-SITE that provides you with a convenient, self-service tool to plan, schedule, and submit time off requests for your manager's approval. As an associate, you will be able to

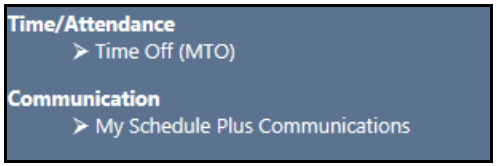
- View eligible leave balances
- Submit time off requests
- View your request history

You can access MTO from work through My IN-SITE or from home by going to employeeconnection.net and selecting the My IN-SITE link.

Access Macy's Time Off

Access the **Macy's Time Off** system that allows you to manage leave requests.

1. Log into **My IN-SITE**.
2. Click the tab- **My Day.**
3. To the right of the screen select the link **Time Off (MTO)** to access the system.



View Leave Balance

To view your leave balance, do the following:

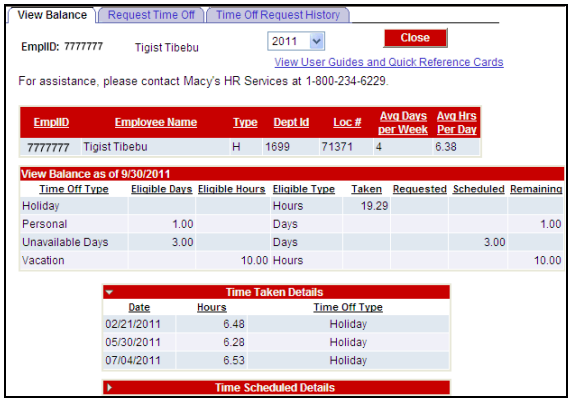
On the **View Balance** tab, you can view your balance for the current year.

Note: The system displays the current year by default. To display information for the previous or next fiscal year, select from the **Year** dropdown.

First Grid

The first grid displays the following categories:

- **Time Eligibility** in days by category (personal, vacation, etc.)
- **Time Taken**, **Time Requested**, **Time Scheduled**, and **Time Remaining** in days by category.



Second Grid

The second set of grids show Time Taken Details, Scheduled Details, and Time Requested Details.

Time Taken Details

Date	Hours	Time Off Type
11/25/2010	7.63	Holiday
11/09/2010	7.63	Vacation
10/23/2010	7.63	Vacation
10/22/2010	7.63	Vacation
10/21/2010	7.63	Vacation
10/20/2010	7.63	Vacation
10/19/2010	7.63	Vacation
10/05/2010	7.63	Personal Day - PP

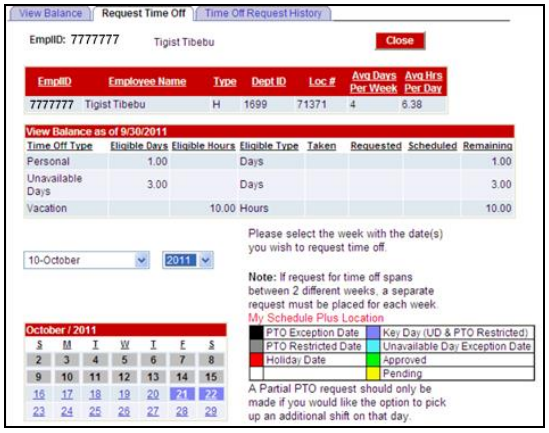
Time Requested Details

Date	Hours	Time Off Type
12/27/2010	7.50	Vacation
12/28/2010	7.50	Vacation

Request Time Off

To request time off, do the following:

1. Click the **Request Time Off** tab in the MTO system.
2. Select a month when you want to take time off.
3. Click the blue hyperlinked date to select that week.



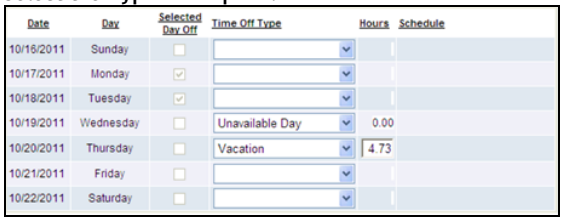
4. Select the specific days within that week that you want to use for **time off.**

Coding Legend

	PTO Exception Date		Key Day (UD & PTO Restricted)
	PTO Restricted Date		Unavailable Day Exception Date
	Holiday Date		Approved
			Pending

- PTO Exception Date (highlighted in black)—Restricted for PTO selection.
- PTO Restricted Date (highlighted in gray)—Available for PTO selection, but may be subject to restrictions.
- Holiday Date (highlighted in red)—Indicates a holiday; do not select PTO for these dates. However, an unavailable day can be selected.
- Key Day (UD & PTO Restricted, highlighted in purple)—Restricted for PTO and unavailable day selection.
- Unavailable Day Exception Date (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.

5. Select the **Type of Request**.



Notes

- When selecting days—only the types of leave with an available balance show in the dropdown.

- The Selected Day Off check box is active for retail locations on MSP schedule options only. If selected, it indicates that you do not need to request an unavailable day on the specified day.

6. Click **Submit**.
7. Confirm your request.

   Note: After you submit a request, the system displays a confirmation message that the request is in Pending or Approved status (depending on your location).

   > Your request has been **successfully** submitted and is in **Pending** status.
   >
   > Your request ID is 77777777_28

   This message includes a unique ID number that you can use to track the request's progress on the View Request History tab.

   The system updates the **Scheduled Detail** with your time off request information on the **View Balance** page.

Scheduled Detail		
Date	**Hours**	**Type**
12/27/2010	7.50	Vacation
12/28/2010	7.50	Vacation

8. (Optional) Click **Submit Another Request** to open a new request page and start another request.

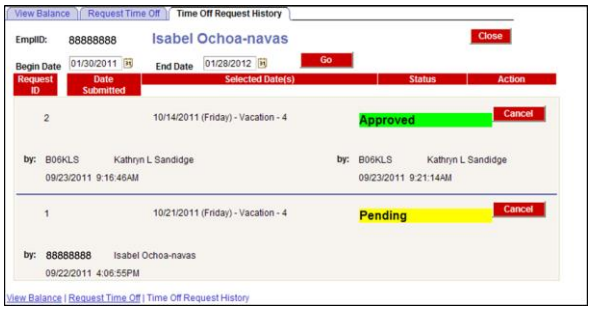
   Note: If your request for time off crosses 2 different weeks, you must create a separate request for each.

View Macy's Time Off Request History

The **Time Off Request History** tab displays Pending, Approved, Denied, and Canceled entries starting with the current date through the end of the fiscal year.

To show a longer or shorter history, click the calendar icon next to the **Begin Date** or **End Date** field.

Color Coding



The requests are color coded based on the status.

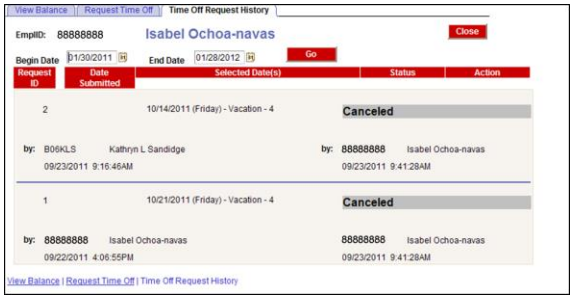
- Pending—Yellow
- Approved —Green
- Canceled—Gray
- Denied—Red

To cancel a pending or approved request, do the following:

1. Click **Cancel**.

   The system displays a prompt asking you to confirm the request.
2. Click **OK** to proceed with the cancellation.

   The Time Off Request History page refreshes and displays the canceled status of the request.



Further Information

For additional information, refer to the Macy's Time Off User Guide.