Paid Time for Travel

This policy identifies when payment for time spent traveling is required for non-exempt employees (e.g., Salaried Overtime Eligible Executives (SOEEs), Hourly Executives, and Hourly Team Members); for the purposes of this policy, collectively called “Team Member(s),” unless otherwise noted.

Generally, time spent traveling between a Team Member’s residence and work is not paid.

1. Multiple Location Responsibilities and Single Location Responsibilities
   The following outlines circumstances when Team Members are paid for travel time. Please note that the Travel Policy covers mileage reimbursement separately. Under the Travel Policy, Team Members may be eligible for mileage reimbursement (in addition to paid time for travel provided under this policy).

   **Team Members with Multiple Location Responsibilities Are Paid:**
   - For time spent traveling from one company location to another company location during the workday.
   - For time spent traveling from the Team Member’s residence and work (i.e., from the residence to the company home location; from the residence to any of the other locations to which the Team Member is assigned) **in excess of 30 miles each way OR more than 1 hour**, whichever threshold comes first.
   - **Exception:** If a Team Member’s commute from his/her residence to the company home location (as noted in PeopleSoft) is more than 30 miles each way or more than a 1 hour commute, the Team Member is paid for travel time in excess of the normal commute from the residence to the company home location when he/she travels to/from the residence and the assigned locations that are not the company home location.

   **Special One Day Assignments Requiring Travel:** Team Members are paid for travel time in excess of the Team Member’s normal commute time to/from their residence and a special location for a one-day assignment (i.e., a location where the Team Member is not regularly assigned to work).

   - **EXAMPLE 1:** An Team Member has responsibility for three locations. Location 1 and Location 2 are both 10 miles each way from his residence and Location 3 is 60 miles each way from his residence. The Team Member starts the day at a Location 1 and, during the workday, he travels to Location 2, which is 10 miles from Location 1. The Team Member finishes the workday at Location 3, which is 60 miles from his residence. It took the Team Member 1 hour to travel from Location 3 to his residence. The Team Member will be paid for time traveling:
     1. During the workday (travel from Location 1 to Location 2; travel from Location 2 to Location 3); and
     2. During 30 miles of the 60 mile commute from Location 3 to his residence (60 miles minus 30 miles) because the Team Member’s commute time to his residence did not exceed 1 hour.

  The Company maintains the sole and exclusive right to change, modify or discontinue these guidelines at any time with or without notice.
EXAMPLE 2: A Team Member has responsibility for three locations that are each 20 miles one way from her residence. The Company asks her to travel to a different location 70 miles one way from her residence (where she does not regularly work) for a special one day assignment. For this special one day assignment, the Team Member will be paid for time spent traveling during 50 miles of the 70 mile commute to and from her residence (i.e., 70 miles minus the 20 mile commute from her residence to her regularly assigned locations).

EXAMPLE 3: A Team Member has responsibility for three locations, and recently moved her residence to a town 60 miles one way from her company home location (as noted in PeopleSoft). Her other locations are 70 miles one way and 80 miles one way from her new residence. Because the commute from her residence to her company home location is 60 miles one way and takes longer than 1 hour, she will be paid for 10 miles and 20 miles, respectively, when she travels from her residence to the locations that are not her company home location (the time in excess of the 60 miles from her residence to her company home location).

Team Members with Single Location Responsibility Who Occasionally Travel for a Special One-Day Assignment or Multiple-Day Assignment with No Overnight Travel.

• Team Members assigned to work at a single location who occasionally travel for training or other reasons for one day or less are:

  NOT PAID…
  ▪ For time spent up to their normal commute time between their residence and their work location before or after the regular workday.

  PAID…
  ▪ For time spent traveling to a location other than their regularly assigned location if (1) the travel takes place during the workday, or (2) the travel takes place at the beginning or end of the workday and exceeds the Team Member’s normal commute between his/her residence and the regularly assigned work location. In such case, the Team Member will be paid only for time spent traveling in excess of the commute time from his/her residence to the regularly assigned work location.

  EXAMPLE: An Hourly Team Member who commutes 15 miles each way from his/her residence to his/her regularly assigned store, and who is traveling to another store for a one-time training class, will be paid (1) for time spent traveling during the workday, and (2) for time spent traveling in excess of 15 miles.

• Overnight Travel by Car, Airplane, Train, etc.

  In States Other than California. Team Members who are engaging in overnight travel for work in a state other than California are:

  NOT PAID…
  ▪ For travel via public transportation (e.g., plane, train, or bus) if the travel takes place outside of the Team Member’s normal work hours. For example, an Team Member who normally works 9 a.m. to 5 p.m. will not be paid for travel time before 9 a.m. or after 5 p.m. (any day of the week). Managers should attempt to schedule Team Member travel time during normal work hours as much as possible.
  ▪ For personal time (e.g., after arrival at hotel, as long as work is not performed).
For uninterrupted, duty-free meal periods of 30 minutes or more taken during the workday.

**PAID...**
- For travel in a car (under the requirements outlined above), regardless of the time of day the Team Member is traveling (to the extent the travel time exceed his/her normal commute time).
- For travel via public transportation (e.g., plane, train, or bus) that occurs during the Team Member’s standard work hours (minus normal commute time). For example, an Team Member who normally works 9 a.m. to 5 p.m. will be paid for travel time between 9 a.m. and 5 p.m. (any day of the week).

*In California.* Team Members based in California who engage in overnight travel for work are:

**NOT PAID...**
- For personal time (e.g., after arrival at hotel, as long as work is not performed).
- For uninterrupted, duty-free meal periods of 30 minutes or more taken during the workday.

**PAID...**
- For time spent traveling (minus normal commute time), regardless of the time of day during which travel takes place or the mode of transportation.

Managers should, whenever possible, ensure that time to be paid while traveling falls within a normal work day. Time to be paid for travel is entered as follows:

- SOEEs eligible for paid time for travel will record the time spent traveling on My IN-SITE.
- Hourly Executives eligible for paid time for travel will promptly communicate to his/her Supervisor the time and the supervisor will ensure the time is entered into the system as a time adjustment.
- Hourly Team Members eligible for paid travel time will promptly communicate to a Human Resources Executive the time to be paid. The HR Executive or designee will ensure the time is entered into the system as a time adjustment.

2. **Exceptions**

Any exceptions to this Policy (such as payment for international travel) must be pre-approved by a Vice President of Human Resources or Team Member/Labor Relations.

3. **Timekeeping**

Team Members are responsible to record all travel time in order to receive pay for travel time under the Policy.