



Timekeeping Policy (Home Office) Operations

Overview

This policy applies to employees working at the Home Office and all other non-store work locations where corporate employees are based, including showrooms, west coast offices, and remote locations. The policy is organized in the following order:

1. Employee Status
2. Active Employee Requirements
3. Timekeeping Records
4. Rest Breaks and Meal Periods
5. Nursing Mothers Requirements
6. Overtime Regulations
7. Holiday Pay
8. Jury Duty
9. Travel Time
10. Emergency Closing
11. On-Call
12. URBN Volunteer Activities and Community Events
13. State Law Requirements

1. Employee Status

Employee status is based on job responsibilities, compensation and the number of hours scheduled and worked:

- **Full-time Salaried/Exempt:** positions that qualify as Salaried/Exempt are exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA) and applicable state law. To qualify for this exemption, employees generally must meet certain job duties tests and be paid on a salary basis in an amount required by law. Salaried, full-time employees are eligible for all full-time benefits offered by the Company.
- **Full-time Hourly/Non-Exempt:** the minimum wage and overtime requirements of the FLSA apply to employees who are classified as Full-time Hourly/Non-Exempt.
 - Full-time hourly employees are scheduled and regularly work over 30 hours a week on average.
 - Full-time hourly employees are eligible for all full-time benefits offered by the Company.
 - Full-time hourly employees may not work less than 30 hours per week for 8 consecutive weeks or 4 consecutive pay periods, without being changed to part-time status.



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- **Part-time Hourly/Non-Exempt:** the minimum wage and overtime requirements of the FLSA apply to employees who are classified as Part-time Hourly/Non-Exempt.
 - Part-time employees are scheduled and regularly work less than 30 hours a week on average.
 - Generally, part-time employees are not eligible for medical benefits and paid time off, except as required by law. Please see the applicable benefits and paid time off policies for further information.
 - Part-time employees may not work more than 30 hours per week for 8 consecutive weeks or 4 consecutive pay periods without being offered full-time status.
- **Part-time or Full-time Temporary:** Seasonal or temporary employees are hired for a defined period of time (not to exceed 6 months) for peak periods, to cover a leave of absence or for some other short-term assignment.
 - Temporary employees may be either part-time (working less than 30 hours per week) or full-time (working greater than 30 hours per week).
 - Temporary employees are not eligible for vacation time. Temporary employees are eligible for sick leave and the 401(k) Plan and, depending on the amount of time they work, they may be eligible for medical benefits. Please refer to the applicable policies and controlling plan documents.
 - The employee status may be changed to “regular” at any time, but in any event, a temporary employee must be reclassified or terminated by the end of the 6-month time period.
 - If a temporary employee’s status changes to “regular”, the hours or time worked as a temporary employee count toward benefit eligibility requirements for vacation, medical benefits, etc.

2. Active Employee Requirements

- An employee must normally be scheduled to work a minimum of one 4-hour shift per pay period.
- An employee **MUST** work a minimum of one, 4-hour shift within a 30-day period.
- Employees who do not meet these requirements must be terminated.

3. Timekeeping Records

Clocking In and Out

URBN is committed to ensuring that employees are paid for all compensable time worked, and as such has a zero-tolerance policy for timecard fraud.

- Employees must accurately record all hours worked in our timekeeping system, My Time, or on a Timesheet. Please see below for instructions on how to complete and submit a timesheet.
- Employees are not permitted to clock in or out for a co-worker, or to falsify timekeeping records in any way.



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- **Hourly/Non-Exempt Employees** are required to clock in when they begin working and to clock out when they stop working. As outlined in the Rest Breaks and Meal Periods section below, Hourly/Non-Exempt Employees must also clock out at the beginning of a meal period and clock in when the meal period is over.

If My Time is not working or you forget to clock in or out, alert a manager as soon as the error is realized. Consistent failure to clock in or out may result in corrective action, up to and including termination of employment.

Instructions for Completing and Submitting a Timesheet

Timesheets cover a two-week pay period (Week 1 and Week 2). Each workweek of the pay period starts on a Sunday and ends on Saturday. Timesheets must be completed as outlined in the chart below. Managers are responsible for ensuring that their employees' timesheets are completed correctly, including time signed in and signed out, total hours worked, vacation time, personal days, sick leave etc.

Any questions about Timesheets should be directed to the Payroll Department or your manager.

Step	Action
1	Timesheets are available on the Company intranet and may be filled out manually or completed electronically.
2	Include the following information on your Timesheet: <ul style="list-style-type: none">• Your name• Your employee ID number• Department• Period ending date• All of the dates for Week 1 and Week 2
3	<ul style="list-style-type: none">• Each day enter the time you start work, the time you leave for a meal break, the time you return from a meal break, and the time you sign out at the end of your day.• Remember, you do not sign out when you go on a rest break of short duration, however meal breaks are unpaid and should not be included as Hours Worked on your Timesheet.• If you take a long break (longer than 20 minutes) in addition to your unpaid meal period, add additional rows or otherwise note it on the Timesheet.



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Step	Action																																																															
4	<p>Total the number of Hours Worked for the day. For example:</p> <table border="1"> <thead> <tr> <th>Week 1</th> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> <th></th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>3/9</td> <td>3/10</td> <td>3/11</td> <td>3/12</td> <td>3/13</td> <td>3/14</td> <td>3/15</td> <td></td> </tr> <tr> <td>In</td> <td></td> <td>8:30</td> <td>8:30</td> <td>8:30</td> <td>8:30</td> <td>8:30</td> <td></td> <td></td> </tr> <tr> <td>Out</td> <td></td> <td>12:00</td> <td>12:00</td> <td>12:00</td> <td>12:00</td> <td>12:00</td> <td></td> <td></td> </tr> <tr> <td>In</td> <td></td> <td>1:00</td> <td>12:30</td> <td>1:00</td> <td>1:00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Out</td> <td></td> <td>5:00</td> <td>5:00</td> <td>8:30</td> <td>5:00</td> <td></td> <td></td> <td>TOTALS</td> </tr> <tr> <td>Hours Worked</td> <td></td> <td>7.5</td> <td>8</td> <td>11</td> <td>7.5</td> <td>3.5</td> <td></td> <td>37.5</td> </tr> </tbody> </table> <p>Hours Worked should be indicated in decimals, not fractions. For example: 8 ½ hours worked would be indicated as 8.5 hours worked.</p>	Week 1	Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Date	3/9	3/10	3/11	3/12	3/13	3/14	3/15		In		8:30	8:30	8:30	8:30	8:30			Out		12:00	12:00	12:00	12:00	12:00			In		1:00	12:30	1:00	1:00				Out		5:00	5:00	8:30	5:00			TOTALS	Hours Worked		7.5	8	11	7.5	3.5		37.5
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Hours Worked		7.5	8	11	7.5	3.5		37.5																																																								
5	At the end of Week 1, total the hours worked and complete the “TOTALS” column.																																																															
6	Repeat Steps 1-5 for Week 2.																																																															
7	<p>After all hours have been recorded for the pay period, record the total number of Regular Hours and Overtime Hours, as well as Vacation, Personal, Sick Leave and Holiday time taken at the bottom of the Timesheet.</p> <ul style="list-style-type: none"> • “Regular Hours” include hours worked. • “Overtime Hours” are any hours worked over 40 in a work week. For Home Office employees working outside of Pennsylvania, please refer to the <i>Store Timekeeping Policy</i> to confirm local overtime rules. 																																																															
8	Sign your Timesheet and submit to your manager for approval.																																																															
9	<p>Signed Timesheets are due to the Payroll Department by Monday at 10am of the pay week.</p> <ul style="list-style-type: none"> • Timesheets may be delivered in person or emailed to Payroll at Payroll@urbn.com • Employees who email their Timesheets must copy their manager on the email and include their Employee Number in the body of the email. • Failure to turn in Timesheets by Monday at 10am may result in the employee not getting their paycheck until the following Thursday pay day. 																																																															



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Working Off-the-Clock

All URBN Hourly/Non-Exempt Employees must be compensated for all time worked.

Managers and supervisors are prohibited from directing Hourly/Non-Exempt Employees to perform any off-the-clock work; this includes working before clocking in for your scheduled shift, working after clocking out for your scheduled shift, working during a meal or rest period or working any time that is not recorded on the employee's Timesheet.

Prior Manager approval is required for an Hourly/Non-Exempt Employee to work outside of their regularly scheduled shift (for example, working on weekends or working remotely). All hours worked outside of an employee's regularly scheduled shift must be accurately recorded in My Time or on the employee's Timesheet and, depending on state and federal overtime regulations, must be paid at the appropriate overtime rate.

4. Rest Breaks and Meal Periods

Home Office Hourly/Non-Exempt employees working in Pennsylvania are entitled to at least a 30-minute unpaid meal period if they work a six-hour shift. They are also permitted to take paid rest breaks of short duration. Excessive breaks which negatively impact an employee's productivity or otherwise disrupt the work environment are not permitted and may result in disciplinary action.

Home Office employees working in locations outside of Pennsylvania should refer to the *Store Timekeeping Policy* for specific information relating to rest breaks and meal periods.

5. Nursing Mothers Requirements

URBN shall provide reasonable unpaid break time for an employee to express breast milk for her nursing child for one year after the child's birth and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. To the extent possible, lactation breaks can run concurrently with any paid break time already provided to the employee unless otherwise provided by law.

At the Home Office, there are several rooms that may be used for this purpose. A list of lactation rooms at the Navy Yard campus is available [here](#).

Home Office employees who are working in locations outside of Pennsylvania should refer to the *Store Timekeeping Policy* for specific information on lactation breaks for that location.



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6. Overtime Regulations

URBN adheres to all state and Federal requirements for overtime and double-time regulations. Home Office employees who are working in locations outside of Pennsylvania should refer to the *Store Timekeeping Policy* for specific information on the overtime requirements applicable to their location.

- Unless specific state rules apply, “overtime” is all time worked over 40 hours in a single workweek (Sunday – Saturday) for all overtime eligible positions.
- Overtime is calculated at one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek.
- Only hours actually worked count toward overtime computation. Hours excluded from computation of overtime include: vacation, holidays, personal days, sick leave, jury duty, and other paid time that is not actually worked.
- Hours cannot be adjusted from week to week within the pay period to avoid overtime.
- Generally, overtime should be approved in advance by a Manager. Hours worked must always be paid regardless of whether an employee was authorized to work. However, repeated failure to obtain prior approval for unscheduled work may result in disciplinary action.

Exemption from Overtime

Classification

Management positions that are classified as exempt from overtime require, among other things, that the employee primarily engage in management activities. Any employee who is classified as exempt due to their managerial role but who does not regularly engage in management activities at least 50% of the time must notify their manager/supervisor that they are not meeting the expectation for the Exempt classification.

Administrative positions that are classified as exempt from overtime require that, among other things, the employee exercise discretion and independent judgment with respect to matters of significance. Any employee who is classified as exempt due to their administrative role but who does not regularly exercise discretion and independent judgment with respect to matters of significance must notify their manager/supervisor that they are not meeting the expectation for the Exempt classification.

Exempt employees also must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, Exempt employees need not be paid for any workweek in which they perform no work at all for the Company.



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Deductions from Salary

Deductions from pay for any of the following reasons in a week in which an exempt employee performs any work are prohibited by the FLSA:

- Jury duty;
- Attendance as a witness;
- Temporary military leave;
- Absences caused by the Company or the operating requirements of the business;
- Partial day absences, other than those specifically listed below.

Managers or supervisors violating this policy will be subject to disciplinary action up to and including termination.

Deductions from pay for any of the following reasons in a week in which an Exempt employee performs any work are permitted:

- Absences of one or more full days for personal reasons (partial days will be paid at the full daily rate of pay);
- Absences of one or more full days due to sickness or disability where the employee is in the waiting period for vacation and sick leave or where the employee has exhausted their vacation or sick leave;
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due. However, no deductions will be made for failure to work for these reasons;
- Penalties, in any monetary amount, imposed by the Company for infractions of safety rules of major significance, as determined by the Company;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee;
- Deductions for unpaid leave of any length taken pursuant to the Family and Medical Leave Act.

Employees who believe their pay has been improperly reduced should contact the Sr. HR Manager immediately to request an investigation. Any such employee will be asked to specify in writing the circumstances of the pay deduction and whether it has occurred on other occasions.

If the deduction was, in fact, improper, the Company will reimburse the employee as promptly as possible, but in no case longer than two pay periods after confirmation of the problem by the Company. No employee will suffer an adverse employment action or retaliation for making a good faith complaint about their wages, or improper deductions from them.



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7. Holiday Pay

Holiday

The following holidays are observed by URBN:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Additionally, full-time regular employees will receive two Floating Holidays which may be taken on a day of their choosing. Employees who wish to observe holidays not recognized by the Company may use Floating Holidays or vacation days.

Eligibility for Holiday Pay: Recognized Holidays

- All full-time regular employees are eligible for holiday pay immediately upon hire.
- Employees who change from part-time to full-time are eligible for holiday pay immediately.
- Part-time and temporary employees (including interns) are not eligible for holiday pay.
- All hourly employees who work on one of the 7 recognized holidays above (whether part-time or full-time) are paid time-and-a-half for hours worked.

Paying Employees during a Holiday Week		
Status	Works on one of the 7 recognized holidays	Does not work the holiday
Salaried	Receives another day off that week.	Receives the day off in addition to their regularly scheduled days off that week.*
Full-Time Hourly	Receives time-and-a-half for hours worked and an average day’s* holiday pay up to 8 hours.	Receives an average day’s** holiday pay.
Part-Time Hourly	Receives time-and-a-half for hours worked.	Does not receive holiday pay.

*Salaried employees who work an alternative schedule and are not scheduled to work the holiday will receive another day off to be taken within 30 days.

**Average Day is based on the average day worked over the last 4 weeks.



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Eligibility for Floating Holidays

- All full-time regular employees are eligible for two Floating Holidays per fiscal year.
- Part-time and temporary employees (including interns) are not eligible for Floating Holidays.
- Employees hired between 2/1 and 7/31 will receive two Floating Holidays to be used during that fiscal year.
- Employees hired between 8/1 and 1/31 will receive one Floating Holiday to be used during that fiscal year.
- Employees who change from part-time/temporary to full-time regular are eligible for Floating Holidays immediately upon transition. The number of Floating Holidays may be prorated depending on the date of transition, as outlined above for new hires.

Reporting of Recognized Holidays

All holidays are automatically programmed into My Time and will populate 30 days prior to the holiday.

- Full-time hourly employees will automatically receive an average day's holiday pay; if they use a Timesheet, they should record holiday time on their Timesheet.
- Part-time or temporary employees will not be paid for the holiday, but will receive time-and-a-half for hours worked on one of the seven recognized holidays.
- Holiday pay does not count as hours worked for overtime purposes.
 - For example: If an employee works 34.5 hours in one week and is paid 8 holiday hours, the total number of hours they will be paid for is 42.5 hours. The 2.5 hours are paid at the regular hourly rate because the employee did not actually work over 40 hours

Reporting of Floating Holidays

- Floating Holidays must be approved and scheduled in advance with the employee's manager.
- Floating Holidays must be entered using the pay code "Floating Holiday" or written on the employee's Timesheet, up to a maximum of 8 hours.
- Full-time hourly employees may take their Floating Holiday in ½ day, 4-hour increments.
- Salaried employees must take their Floating Holiday in full-day, 8-hour increments.
- Floating Holidays do not count as hours worked for overtime purposes.
- Unused Floating Holidays do not carry over to the next fiscal year, except as otherwise required by law and specifically in California.
 - In California, unused Floating Holidays will carry over to the next fiscal year. Employees may take up to a maximum of two Floating Holidays per fiscal year, regardless of whether they carried over additional Floating Holidays into the new fiscal year.
- Unused Floating Holidays are not paid out upon termination of employment, except as otherwise required by law and specifically in California, Illinois, and Massachusetts.



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8. Jury Duty

This policy applies to Jury Duty only. It does not apply to other court appearances, such as a response to a subpoena, unless otherwise required by applicable law. The employee should use vacation time or arrange for their day off for these other types of court appearances.

- Employees must inform their manager as soon as they receive “notice” of Jury Duty.
- Employees must check with their manager to determine whether their absence would create a hardship and, if so, they or the Company can take steps with the appropriate jurisdiction to defer or delay the serving.
- Up to a maximum of 40 hours (not to exceed 5 days) of paid leave will be granted for Jury Duty except in those jurisdictions that require more generous benefits. In those cases, the Company will follow the laws of the jurisdiction.
- If an employee is chosen to serve on a jury, they are entitled to their normal pay less any compensation they receive from the government.
- Employees should be scheduled for their normal hours. If the employee is unable to work their normal hours, Jury Duty hours may be used to make up hours up to their normal hours.
 - For example: If the employee normally works a 20-hour week, and due to jury duty can only be scheduled for 8 hours that week, the employee would be paid for 12 hours of Jury Duty so their total hours for the week would be 20 hours.
- Checks received from the government may be endorsed over to Urban Outfitters, Inc., and sent to the Payroll Department, or copies of checks may be sent to Payroll and Payroll will deduct the amount from the employee’s pay for the week. If the employee does not use Jury Duty time, they may keep the government check.

Reporting Jury Duty

- The employee’s hours should be entered using the pay code Jury Duty or written on their Timesheet as “Jury Duty” up to a maximum of 40 hours.
- To the extent possible, hourly employees should be scheduled for their normal hours. If Jury Duty hours are taken, enter the hours the employee was scheduled to work on that day, up to a maximum of 8 hours.

Improper Deductions are Prohibited: Exempt employees typically must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. For example, if a manager is on Jury Duty for more than one week and they return to work part way through the next week, they receive full payment for the week they returned part way through.



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9. Travel Time

There may be times when an hourly/non-exempt employee travels within the scope of their employment (for example, for new store openings, prototypes, work-throughs or similar assignments). This section outlines the Company's policy on compensable travel time and the pay rules that apply to hourly/non-exempt employees when travelling. The Company adheres to federal and state requirements on compensation for travel time.

As detailed below, hourly/non-exempt employees who travel within the scope of their employment may be eligible for compensation (referred to as "travel pay") for time spent traveling beyond their regular commute, including travel to a different work location that is a further distance than the employee's normal place of work, as well as travel at the request of the Company to undergo training.

The employee may also be entitled to reimbursement for reasonable travel or training expenses incurred (for example, parking, cost of training materials). Please refer to the Travel Policy and Expense Report Procedures for more information on reimbursement for travel and other expenses.

Entitlement to travel pay depends on the kind of travel and whether the travel time takes place within normal work hours.

- For purposes of this policy, "normal work hours" are defined as an employee's regularly scheduled work hours (for example, 7:00am to 4:00pm). This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).
- Employees with variable work hours will have their normal work hours defined prior to travel based on a review of time records over the previous month. Partner with the HR Department.

Commuter Travel

- For any employee, time spent commuting from the employee's home to the employee's normal place of work and back is not considered compensable time, regardless of whether the employee reports to work at a fixed location or to various job sites.
- "Home" is considered any location of origin for the commute that is at the employee's discretion.

Single-Day Travel

- An employee who is required to travel for a one-day assignment to an alternate work location and returns home the same day will be paid for the time spent traveling to and from the alternative work location less the time the employee would normally spend commuting to and from their regular worksite.
- For instructions on reporting travel time, see the "Reporting Travel Time" section below.



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Multi-Day Travel

- Multi-day travel is work-related travel that requires at least one overnight stay away from the employee’s home.
- Travel away from home is considered hours worked (and therefore compensable) when:
 - the travel time takes place during the employee’s normal work hours, as defined above, regardless of the day of the week, **and**
 - the employee is traveling by plane, train, bus or as a passenger in a car.
- Travel time spent driving an automobile (as the driver, not passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours.
- Time spent travelling from home to an airport or train station is NOT treated as hours worked and NOT compensable as travel pay.
 - Time spent waiting at an airport terminal or train station until the employee arrives at their destination (e.g., the hotel or the store to which they are travelling) is compensable **only if** it occurs during the employee’s normal work hours.
- Travel to or from the airport from a work location, such as the employee’s home store or a different store, is compensable time if it occurs during the employee’s normal work hours.
- When an employee travels between time zones, the time zone associated with the point of departure is used to determine whether the travel falls within normal work hours.
- Travel time that occurs **outside of the employee’s normal work hours** is NOT considered work hours and therefore not compensable as travel pay.
- Calculation of travel time pay for international travel will be handled on a case-by-case basis. Partner with the Payroll Department. Time spent travelling internationally will be paid at the minimum wage rate for the employee’s regular work location. Refer to the Reporting Travel Time section below.

Multi-Day Travel Example			
Type of Travel	Normal Work Hours	Travel Itinerary	Amount of Travel Pay
Departing trip Traveling from Philadelphia to Miami	7:00am – 4:00pm	Leaves from home and arrives at airport at 1:00pm Flight departs at 3:00pm Arrives at hotel in Miami at 6:00pm	3 hours of travel pay at minimum wage rate (Travel time started at 1:00pm, when arrived at airport, and ended at 4:00pm, when the employee’s normal work hours conclude)
Return trip Traveling from Miami to	7:00am – 4:00pm	Leaves from hotel and arrives at airport at 9:00am	4.5 hours of travel pay at minimum wage rate



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Philadelphia		Flight departs at 11:00am Arrives at Philadelphia airport at 1:30pm	(Travel time started at 9:00am, when arrived at airport, and ended at 1:30pm, when arrived at home airport)
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Specific Travel Itineraries or Modes of Transportation

- If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the Company, only the estimated travel time associated with the authorized itinerary and mode of transportation will be eligible for compensation.
- **For example:** If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the flight, only the estimated travel time associated with the authorized mode of transportation will be compensated.

Work Performed While Traveling

- Any work that an employee performs while traveling must be counted as hours worked and the employee will be paid their regular hourly rate for such hours.
- Employees are responsible for accurately tracking and reporting regular hours worked during travel time in My Time.

Reporting Travel Time

- Travel time must be entered on the employee’s Timesheet or in My Time using the pay code “Travel”.
 - The travel time should be entered into My Time by the employee’s manager on each day incurred to ensure the hours are applied to the current pay week.
 - **Note:** The employee traveling should report their “clock in” and “clock out” times to their manager for entry into My Time.
- Meal periods are NOT counted toward hours worked and must be deducted from the travel time.
- Travel time that is considered hours worked is counted toward the employee’s total weekly hours for overtime purposes.
- Time spent traveling will be paid at the minimum wage rate for the employee’s regular work location.

10. Emergency Closing

If a location needs to close early, delay opening, or remain closed on a day it is normally scheduled to be open due to severe weather conditions, power outage or emergencies of another nature, the following pay policies apply. State minimum hour laws supersede the policy below. Company management will endeavor to inform all employees prior to their scheduled starting time when the office is closed or is opening late.



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If the office opens as usual and closes early:

- All hourly employees who arrive for work and are sent home due to severe weather conditions or an emergency will be paid for a full day.
- Any hourly employees who have not yet come to work must be notified by a manager as soon as the decision is made to close early. These employees will not be paid; however, they may attempt to make up these hours, to the extent possible, by scheduling hours to work later in the week. They may also choose to use a vacation day.
- Hourly employees who request to leave early due to severe weather conditions or an emergency will be paid only for actual hours worked.

If the office opens late:

- When the decision is made to delay an opening, Company management will endeavor to contact employees to inform them of the revised opening time.
- All hourly employees who arrive for work at the revised time will be paid for actual hours worked for that day or 4 hours, whichever is more, regardless of whether they are full-time or part-time. In this case, at least 4 hours must be recorded on the employee's Timesheet.

If the office remains closed:

If the decision is made to keep the office closed, all hourly employees may make up the time missed later in the week or they may use vacation days to cover the time off.

Note: Any exceptions to these pay procedures must be approved by the Department Head.

11. On-Call

URBN prohibits the use of on-call shifts for retail employees in each of the Brands' stores. However, there may be times when a Home Office non-exempt employee is required to be on-call to provide after-hours support to internal clients.

If a non-exempt employee is required to remain on the Company's premises or so close thereto that the employee cannot use the time effectively for his or her own purposes, then the employee is engaged to wait (on duty) and **must** be compensated for this time. All hours worked must be accurately recorded on the employee's Timesheet or in My Time and, depending on state and federal overtime regulations, must be paid at the appropriate overtime rate.

On the other hand, if an employee who is on call is able to use his or her time freely and is not performing a specific assigned task, that employee is waiting to be engaged (off duty) and is **not** compensated for this time.



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All hours actually worked during an on-call shift must also be reported on the employee's Timesheet or in My Time.

12. URBN Volunteer Activities and Community Events

Full-time regular employees (hourly and salaried) may take up to one day (8 hours) of Volunteer PTO per fiscal year. Please refer to the Volunteer PTO Policy for information regarding volunteer activities.

Throughout the year, on-campus events are hosted by URBN Community. These events may occur before, during, or after normal work hours and are open to all URBN employees who work at the Navy Yard. An employee must obtain approval from their manager prior to attending an event that takes place during their normal work hours and determine how that time will be treated.

13. State Law Requirements

Please refer to the *Store Timekeeping Policy* for information regarding:

- Day of Rest / Time Off
- Payment for Minimum Hours Worked
- Minimum Scheduled Shift Requirements
- Spread Shift and Split Shift Penalty
- Travel Time Pay

Vacation and Personal Time

Refer to the Home Office Vacation and Personal Time Policy for your location.