LUXOTTICA®

Time Off Request Process
Frequently Asked Questions

Type of Paid Time Off

Q. What are the types of Paid Time Off (PTO) that this request process applies to?
A. The Paid Time Off types applicable to the time off request process varies depending on your location, job position, and years of service. Please see the [Luxottica Employee Guide](#) and the holiday schedule applicable to your job position for details.

In the U.S., this may include PTO (a blend of vacation, sick, and personal time), diversity days ("floating holidays"), and company recognized holidays. In Puerto Rico and Canada, this may include vacation, sick time, and holidays.

Balances

Q. How do I know how much PTO/vacation time I am eligible to earn each year?
A. For U.S. employees, PTO accrual is based on years of service as a full-time employee, and varies by business unit and position. Hourly employees will continue to accrue PTO for every hour paid at their applicable accrual rate. Salaried employees will now accrue PTO for all hours paid at their applicable accrual rate per pay period (see below). Please see *Paid Time Off (PTO)* within the Luxottica Employee Guide for additional details, including hourly PTO accrual and use, carryover, and Leadership PTO.

PTO Hours Accrued Per Pay Period				
Years of Service	**Corp/Field/FHR/ODs**	**Retail**	**Operations***	**Wholesale**
0 – 1	4.6166	1.5385	0.7692	4.6166
1 - 5	4.6166	4.6166	2.3077	4.6166
6 - 10	6.1666	6.1666	3.0769	6.1666
11 +	7.7	7.7	3.8461	7.7

* Based on a 40 hour pay period

For Puerto Rico vacation time eligibility and details, please see *Vacation Time* within the Puerto Rico Addendum found in the Luxottica Employee Guide. For Canada vacation time eligibility and details, please see *Employee Benefits* within the Canada Addendum found in the Luxottica Employee Guide.

Q. How do I know how much PTO/vacation time I earned and have available to use at the time of my request?
A. You and your manager can see your PTO/vacation balance in Kronos under the accrual section of your employee timecard. Please refer to the Kronos training material for further instructions (links to training materials are provided at the end of this packet).

Q. I think my PTO/vacation balance in Kronos may be incorrect. Who should I contact?
A. Log onto HR Central and click on the HR Service Portal tile, where you can click the "Chat or Email" button for assistance. Follow the prompts for PTO/Vacation Balances.

Q. I negotiated additional PTO/vacation at the time of my hire. How do I make sure the additional amount is added to my balance in Kronos?
A. If you did not submit your negotiated PTO on the initial "Salaried PTO Submission Form" in 2020, log onto HR Central and click on the HR Service Portal tile, and select the "Chat or Email" button for assistance. Follow the prompts for "Negotiated PTO/Vacation Balances." You will be required to provide proof of the additional PTO/vacation amount in the form of an offer letter, email or equivalent. If you are not able to provide sufficient proof, please speak with your HR Business Partner.

NOTE: If negotiated after January 2020, your recruiter will submit the additional negotiated PTO to HR Central for your first year of employment. If you negotiated additional PTO after year one, you will need to contact HR Central directly each year that it is applicable (on or after your anniversary date) to request the additional PTO hours. With each request, you will need to submit proof of your offer letter showing the additional PTO amount granted.

Q. When will my PTO/vacation balance in Kronos reflect my Time Off Request(s)?
A. Once your Time Off Request is approved by your manager (or designated proxy), it will automatically be deducted from your accrual balance. Hourly employees will have the amount deducted from their current balance at the time it is approved; salaried employees will have it deducted from the projected balance for the time the PTO/vacation will be taken.

Example: It is March and you request 40 hours of PTO for November. If you are an hourly employee with a current balance of 0, your 40 hour request will bring your accrual balance to -40 hours. If you have any additional requests between March and November, you will need to accrue additional time to cover the new request. If you are a salaried employee, the system will calculate your future balance for November, based on a 40 hour workweek between March and November, and deduct the 40 hours from that future balance.

Time Off Requests

Q. How do I access Kronos to submit a time off request?
A. Kronos can be accessed via desktop computer or the Kronos Mobile app*.

Wholesale employees will not have access to the Kronos Mobile app. Please refer to the PC instructions to submit and manage time off requests.

Desktop
https://luxottica.kronos.net
Username: 6 Digit Luxottica ID
Password: Network Password**

App
Download "Kronos Mobile" App
Username: 6 Digit Luxottica ID
Password: Network Password**
Mobile Server: https://Luxottica.kronos.net/wfc

*** Expat employees:* *If you do not know the network password associated with your 6-digit Luxottica ID, please contact the IT Helpdesk to obtain a new password. Your password will expire every 3 months. Please contact the IT Helpdesk each time to renew upon expiration.*

NOTE: The Kronos Mobile App is all about convenience. It is accessible on smartphones and tablets from any internet connection, on both personal and corporate devices. **Please note that if you voluntarily choose to access the Kronos Mobile App via a personal device, you will be responsible for all applicable fees and data charges (i.e., web access, cellular data, and text messages), as well as finding your own technical support.** If that doesn't work for you, please continue to access Kronos using a corporate device or PC, which will be 100% free and supported by IT.

Q. How far in advance do I need to submit a time off request?
A. For time off of one (1) week or longer, requests should be submitted at least one (1) month in advance to their immediate supervisor in Kronos. For all other requests, employees must request approval in Kronos at least two (2) weeks in advance. When such advance notice is not feasible, employees should provide notice as soon as possible to lessen any disruption to the business.

Q. I have a negative PTO balance. Can I still submit a time off request?
A. Yes, you can submit a PTO request when you have a negative balance (up to -40 hours), unless you are on a Leave of Absence or you have already used more than your annual allotment of PTO and carryover for the year.

Q. I am subject to the Leadership PTO policy and have unlimited PTO. Do I still need to submit PTO requests for approval?
A. Yes. All employees are now required to submit PTO requests for approval; however, you will continue to not accrue PTO or accumulate a PTO balance.

Q. Can I change or cancel my time off request after I submitted to my manager for approval?
A. Yes. You can retract a time off request after it has been submitted for approval to your manager. You may also cancel your request after your manager has approved the time off request. In either case, if you want to change the details of your request, you will need to submit a new request for approval. Accrual balances will be updated according to the action(s) taken.

Q. Should I include weekends and holidays in my PTO/vacation time off request?
A. You should not include any days in your PTO/vacation time off request that you do not want counted against your PTO/vacation balance. This includes weekends (if not normally scheduled on weekends), Banked Holidays (holidays that may be taken on a day other than the Company holiday, if employee

works on the holiday) and Diversity Days. Banked Holidays and Diversity Days should be submitted via a separate request identifying the time off as Banked Holiday or Diversity Day.

Exception: For **Corporate and Field employees** (excluding retail field management, Wholesale, and Canada), holidays are automatically inserted into your Kronos timecard. In that case, the system will recognize the holiday and not deduct it from your PTO/vacation balance if you include it in your PTO request.

Example 1: If you would like to take Friday, Monday and Tuesday as PTO/vacation you should submit Friday as one PTO request, then submit Monday and Tuesday as a separate PTO request. If you submit one time off request from Friday through Tuesday the weekend will be included and deducted from your PTO/vacation balance.

Example 2: If the U.S. Independence Day Holiday of July 4th falls on a Wednesday, and you want to take the entire week off, Corporate and Field employees should enter PTO for Monday – Friday, and the system will automatically exclude Wednesday (holiday) from your PTO use. Banked Holiday users (e.g., Retail Regional Managers), however, should enter a PTO request for Monday-Tuesday, a second PTO request for Thursday-Friday, and then enter a separate Banked Holiday request for Wednesday.

Approval/Rejection of Time Off Requests

Q. How will I know if my manager approved/rejected my time off request?
A. Approval/rejection information can be accessed within Kronos (please see training documentation for further instruction). You will also receive e-mail notifications upon manager approval/rejection if you have an e-mail on file in HR Central.

Q. Can managers designate a permanent/temporary approver to review, approve, or reject direct reports' time off requests on their behalf (to cover while on PTO or LOA)?
A. Yes. Managers can designate another manager within their function/brand to approve/reject time off requests on their behalf for up to 30 days at a time. Please see Kronos training materials (links to training materials provided at the end of this packet) for further instruction on how to delegate manager approvals. If you need to delegate permanently or beyond the 30 day period, please work with your leader or HR Business Partner to coordinate the proxy access.

Q. I report to a leader based in Milan/abroad. Will he/she have access to review and approve or reject my time off requests?
A. Yes. Milan-based leaders can be given access to review, approve or reject requests; however, your leader may assign a proxy administrator to review requests on their behalf. Please work with your leader and HR Business Partner to coordinate the proxy access.

Q. What will happen if a manager does not respond to a time off request before the date requested?
A. Time off requests for Corporate and Field employees will be automatically approved if no manager action is taken within seven (7) days of the request. Managers will receive a reminder email three (3) days after the request is submitted. This assumes that your manager has reviewed the request details in the email notification and determined not to reject the requested PTO at the time of the request. (Note: Store and Operations employees may have different rules applied to their time off requests).

Q. Does this request/approval process have an impact on my pay?
A: Only if you are: (1) an hourly employee; or (2) a salaried employee on an unpaid leave of absence (LOA). Salaried employees not on an unpaid LOA will continue to receive their regular salary each pay period, regardless of the time off requested.

Once your PTO request is approved by your manager, it will be applied to your PTO balance and paid in the appropriate pay period. If the PTO request is submitted retroactively or approved after the pay period impacted, pay will be included in the next available pay cycle.

Other Questions

Q. Do I need to submit a PTO/vacation request for brief amounts of time out of the office, such as one (1) hour?
A. Hourly employees need to submit a time off request for any amount of time missed from a scheduled assignment that you want to be paid. Salaried employees should work with their manager to determine appropriate guidelines, but the expectation is that salaried employees will only request time off in four (4) and eight (8) hour intervals. For salaried employees, time periods of fewer than four hours will not require a time off request, unless directed by your manager.

Q. I unexpectedly needed to take time off and did not submit a request in Kronos. What should I do?
A. Employees may submit a retroactive time off request, but only until the **end of the pay period during which the time off occurred (pay period ends Saturday, 12:00 am)**. The employee should **either** submit a late time off request **or** work with their manager to input their time off directly into their timecard in Kronos. (Please choose only one method of entry, as submitting time via the timecard and time off request process may result in double deduction from your balance).

If the end of that impacted pay period (when the time off was taken) has passed, you must contact HR Central to submit your retroactive time off request. Log on to HR Central, click on the HR Service Portal tile and select the "Chat or Email" button for assistance. Follow the prompts for PTO/Vacation Balances.

Q. I'm an expat. What do I need to do?
A. Access - If you do not already have a network password associated with your 6-digit Luxottica ID, please contact the IT Helpdesk to obtain a new password. Your password will expire every 3 months. Please contact the IT Helpdesk each time to renew upon expiration.
PTO Balance – Only localized expats will have a PTO balance in Kronos. All other expats should follow their home country paid time off policies. Please see your HRBP for balance related questions.
PTO Requests – All expats, including non-localized expats who do not have PTO balances in Kronos, should use the Kronos time off request process to submit their own time off requests. Expat managers are expected to approve time off requests for all direct reports.

Training Resources

For Kronos training materials, please see the Quick Reference Guide: Kronos Time Off Requests as well as the additional e-learnings below:

- Manager Navigation for the Web