

Hourly Paid Time Off (PTO)
Policy FAQ

Why is the Policy changing?

EssilorLuxottica is transitioning all hourly employees into a harmonized PTO policy so that employees are on the same PTO policy for consistency and ability to strike a work-life balance with a comprehensive time-off policy. The Company is pleased to offer a rich time-off plan which provides paid time away from work for many employees.

When are the changes effective?

These changes will take effect in the Kronos timekeeping system as of December 25, 2022.

What is PTO? Will I still receive Vacation and Sick/PTO time off?

Vacation time, sick time, and personal time will be combined into a single category called PTO. This change will grant employees additional flexibility to use paid days off from work as they choose.

Who is eligible for Hourly PTO?

All hourly US full-time and part-time employees are eligible for PTO.

How is PTO Earned?

PTO is accrued each pay period based on hours paid. Your accrual rate varies by years of employment. Please refer to the PTO Policy Document.

What if I am on a Leave of Absence (LOA)?

PTO is accrued each pay period based on hours paid. The PTO accrual stops if you are a Leave of Absence.

Can I borrow against my PTO?

Yes, you can borrow (go negative) up to 40 hours of PTO before it has been accrued. Thereafter, you are not eligible take PTO until the balance returns to a zero or positive balance.

What if I have not earned back my borrowed PTO if I terminate employment?

If an employee terminates employment with a borrowed PTO balance, the outstanding balance is withheld from the employee's final paycheck, where permitted by law. If not deducted from final pay, the Company will maintain a negative PTO balance on the employee's record, which will be re-activated at the time of any subsequent rehire with the Company.

Do I receive a payout of unused PTO on my anniversary date?

No, you will not receive a pay out of unused PTO at the end at the end of your anniversary year. You will receive payout of unused PTO if you terminate employment

Can I carryover my PTO?

Yes, PTO Carryover and Payout Unused PTO hours will automatically carryover to the new anniversary year, up to a maximum of 40 hours. Any hours over 40 will be forfeited, unless otherwise required by law and set forth below.

If I have received a Sick/PTO grant, will I receive a pay out of the unused balance in December 2022?

Yes, if you received a 12/1/21 Sick/PTO grant pay any unused balance will be paid as usual in mid-December 2022. This is final time unused sick/PTO time will be paid out and there will be no future upfront grants.

Will I receive a Sick/PTO grant on 12/1/22?

Yes, if your business unit is eligible, you will receive a Sick/PTO grant according to your plan on 12/1/22.

Hourly Paid Time Off (PTO)
Policy FAQ

Will I receive my vacation grant on my anniversary date?

Yes, if your business unit has front loaded your vacation allotment on your anniversary date, you will receive it as usual if your anniversary falls before 12/24/22. If your anniversary falls on or after 12/25 your vacation time will no longer be frontloaded.

What happens to my Sick/PTO and Vacation balance at 12/25/22?

You combined unused Sick/PTO and Vacation balances will automatically be carried over at 12/25/22 to your PTO balance in the new Kronos system.

How do I know how much PTO/vacation time I earned and have available to use at the time of my request?

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 available in the My Personal Desk for further instructions and training materials.

I think my PTO/vacation balance in Kronos may be incorrect. Who should I contact?

Log onto My Personal Desk and click on the HR Service Portal tile, where you can click the "Chat or Email" button for assistance. Follow the prompts for inquiries about PTO/Vacation Balances.

When will my PTO/vacation balance in Kronos reflect my Time Off Request(s)?

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.

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.

How do I submit a time off request?

Hourly employees should submit their request for time off by submitting the PTO Request Form or sending an email to their supervisor according to local business process.

I have a negative PTO balance. Can I still submit a time off request?

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.

Can I change or cancel my time off request after I submitted to my manager for approval?

Yes. You can cancel a time off request after it has been submitted by working with your supervisor. Accrual balances may take one or two pay cycles to be updated.

How will I know if my time-off request was approved and what will happen if a manager does not respond to a time off request before the date requested?

Store and Operations employees should follow-up directly with their supervisor via email to review the status of their time-off request.

Does this request/approval process have an impact on my pay?

Yes, there may be an impact on your pay if the request is not submitted or processed in time. 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.