

Target Time-off Program Guide
For
Non-Exempt Team Members

Contents

<i>Time-off Program Overview</i>	3
<i>Vacation & Personal Holiday Plan</i>	3
<i>National Holiday Plan</i>	11
<i>Well-being Time Plan</i>	17
<i>Bereavement Plan</i>	19
<i>State Specific Accrued Time-off (includes sick & legislated PTO)</i>	23
<i>Voting Plan</i>	47
<i>Jury Duty/Witness Duty Plan</i>	48

*Ctrl+click headers in Table of Contents to follow link to relevant page

Time-off Program Overview

Helping you maintain a healthy work-life balance.

Supporting your well-being. At Target, we value your well-being and encourage work-life balance. Our comprehensive time-off plan allows you to take time to enjoy activities and interests outside of work that support your well-being.

Vacation & Personal Holiday Plan

Time to recharge, rejuvenate and celebrate.

Taking time for things that matter. Target offers paid vacation so you can relax, travel, hang out with family and friends, or spend time in other ways that recharge and rejuvenate you. Personal holidays are designed to provide you with additional time off to celebrate days that are important to you such as holidays not observed by Target (e.g. Martin Luther King, Jr. Day) your anniversary or birthday. Except as provided by law in certain states, team members accrue vacation and personal holiday time only as a gratuity or a gift, not as wages, and salary or other wages are not paid in lieu of unused vacation and personal holiday time.

The ins and outs of eligibility and accrual.

Who's eligible? As a non-exempt team member, your vacation and personal holiday eligibility and accrual are based on position, length of service, average hours and location. There is no need to enroll or sign-up to participate in the plan; you are automatically enrolled if you meet eligibility requirements. Target uses the Annual Benefits Eligibility Calculation (ABEC) to determine benefit eligibility based on a team member's average hours for benefits eligibility purposes annually. As an hourly team member, your benefit eligibility is reviewed each year before the beginning of the plan year. Based on this annual review, your benefits eligibility could change for the next plan year. Average hours are calculated using the previous 12 months. For team members who become eligible as a result of their ABEC, plan participation begins with the pay period that includes April 1. Please reference the eligibility SPD for full details.

- ⦿ *In San Francisco, all team members (regardless of average hours) will receive the same vacation and personal holiday benefits as a full-time team member in their same position, based on city ordinance.
- ⦿ *In Nevada, team members who do not meet the above requirements are eligible for legislated time-off. Please see State Specific Accrued Time-off section within these guidelines for full details.

When you become ineligible for benefits. If you lose eligibility for vacation or personal holiday as a result of Annual Benefits Eligibility Calculation your unused accrued vacation and personal holiday hours will remain until they are used. You will continue to accrue vacation and personal holiday through the last full pay period prior to your benefit category change.

Intra-Target and location transfers. Vacation and personal holidays will not be paid out for domestic intra-Target or location transfers. Instead, they will be carried over to the new operating company or location.

Eligibility Chart by Location:

Position	Eligible on the first day of the pay period following:	Qualifying Average Hours
Store Team Members	6 months & 12 months of service	20 hours for Vacation; 30 for Personal Holiday (does not apply in San Francisco)
Hawaii Store Team Members	First 4 weeks of service	20 hours for Vacation and Personal Holiday
DC Regular Team Members	Date of hire for Vacation & 90 days for Personal Holiday	
Headquarters Non-Exempt and Team Leaders-Stores	90 days of service	

You aren't eligible to accrue while you are a seasonal employee, however your time as a seasonal employee will count towards your time of service effective 9/2/13.

Understanding how accrual works. Remember, unless required by law, vacation and personal holiday time accrue to team members as a gratuity or a gift, not as wages, and salary or other wages are not paid in lieu of unused vacation and personal holiday time. You will accrue vacation and personal holiday time each pay period. All hours paid are used in determining your vacation accrual each pay period. You do not accrue vacation or personal holiday time during unpaid time off, such as an unpaid leave of absence, unless required by law.

Your vacation and personal holiday accrual rate are based on your length of service. Your accrual rate will increase on the first day of the pay period following the date of your service anniversary, as shown in the following accrual charts. The plan limits the number of vacation and personal holiday hours you can accrue on an annual basis.

Target's time-off benefits plan year follows the calendar year. If you enter the plan late in the year, you may not reach the annual accrual for that plan year. When your year-to-date accrued vacation and personal holiday reaches your annual accrual limit, your vacation accrual will stop until the following plan year, unless required by law.

Accrual maximums and carrying over balances. The maximum amount of vacation or personal holiday hours you can accumulate is 1.5 times your annual limit. Once you have accrued the maximum balance, you will stop accruing additional vacation and personal holiday time until you use some, or all, of the hours already accrued. The plan allows you to carry over your unused hours each year.

Seeing the big picture — accrual charts. The following chart shows Annual Accrual Limit, Maximum Accrual, and the Accrual Rate per Hour Paid by years of service and assumes that you regularly work 40 hours per week for 26 pay periods.

Vacation Accrual Charts.

Store team member:

Years of Service	Accrual Rate Per Hour Paid	Annual Accrual Limit	Maximum Accrual
up to 5 years	0.019231	40 hours	60 Hours
Greater than 5 through 10 years	0.038462	80 hours	120 Hours
Greater than 10 through 25 years	0.057693	120 hours	180 Hours
Greater than 25 years	0.076924	160 hours	240 Hours

Hawaii Store team member:

Years of Service	Accrual Rate Per Hour Paid	Annual Accrual Limit	Maximum Accrual
Up to 5 years	0.019231	40 hours	60 Hours
Greater than 5 through 10 years	0.038462	80 hours	120 Hours
Greater than 10 through 25 years	0.057693	120 hours	180 Hours
Greater than 25 years	0.076924	160 hours	240 Hours

HQ non-exempt and team leaders in stores:

Years of Service	Accrual Rate Per Hour Paid	Annual Accrual Limit	Maximum Accrual
Up to 5 years	0.038462	80 hours	120 Hours
Greater than 5 through 10 years	0.057693	120 hours	180 Hours
Greater than 10 through 25 years	0.076924	160 hours	240 Hours
Greater than 25 years	0.096154	200 hours	300 Hours

DC regulars:

Years of Service	Accrual Rate Per Hour Paid	Annual Accrual Limit	Maximum Accrual
up to 5 years	0.038462	80 hours	120 Hours
Greater than 5 through 10 years	0.057693	120 hours	180 Hours
Greater than 10 through 25 years	0.076924	160 hours	240 Hours
Greater than 25 years	0.096154	200 hours	300 Hours

Personal holiday accrual charts.

Store team member:

Years of Service	Accrual Rate per Hour Paid	Annual Accrual Limit	Maximum Accrual
6 months up to 5 years	.007693	2 Days (16 hours)	3 Days (24 hours)
Greater than 5 years	.011539	3 Days (24 hours)	4.5 Days (36 hours)

Hawaii team member:

Years of Service	Accrual Rate per Hour Paid	Annual Accrual Limit	Maximum Accrual
up to 5 years	.007693	2 Days (16 hours)	3 Days (24 hours)
Greater than 5 years	.011539	3 Days (24 hours)	4.5 Days (36 hours)

HQ non-exempt and team leaders in stores:

Years of Service	Accrual Rate per Hour Paid	Annual Accrual Limit	Maximum Accrual
3 months up to 5 years	.011539	3 Days (24 hours)	4.5 Days (36 hours)
Greater than 5 years	.015385	4 Days (32 hours)	6 Days (48 hours)

DC Regulars:

Years of Service	Accrual Rate per Pay Period	Annual Accrual Limit	Maximum Accrual
3 months up to 5 years	8-hour shift: 0.461539 10-hour shift: 0.576924 11.5-hour shift: 0.663462 12-hour shift: 0.692308	3 Days (up to 24, 30, 34.5 and 36 hours)	4.5 Days (up to 36, 45, 51 and 54 hours)
Greater than 5 years	8-hour shift: 0.615385 10-hour shift: 0.769231 11.5-hour shift: 0.884616 12-hour shift: 0.923077	4 Days (up to 32, 40, 46 and 48 hours)	6 Days (up to 48, 60, 69 and 72 hours)

Hawaii team leader:

Years of Service	Accrual Rate per Hour Paid	Annual Accrual Limit	Maximum Accrual
up to 5 years	.011539	3 Days (24 hours)	4.5 Days (36 hours)
Greater than 5 years	.015385	4 Days (32 hours)	6 Days (48 hours)

Requirements for requesting and submitting your time.

Non-exempt team members can submit up to their average hours for personal holiday and vacation.

You'll need supervisor approval. Before you can take vacation or personal holiday time, coordinating the time off with your supervisor is required. Depending on business conditions, vacation or personal holiday time may not be approved. You are encouraged to discuss your vacation/personal holiday plans with your supervisor early to determine if your plans fit with the operations of your department or location.

For all store team members and team leaders and distribution merit team members. Fill out an online form to request time off. The form is routed to the leader for approval. Then, the leader approves or denies the request. If approved, the request is automatically applied in the timekeeping system. If denied, comments are provided to explain why your request was denied.

For headquarters non-exempt team members. After receiving approval from your leader to use some, or all, of your accrued vacation/personal holiday hours, you must submit your vacation/personal holiday usage online using the Online Time-off Request form prior to taking time off.

For distribution center progression team members. After receiving approval from your leader to use some or all of your accrued vacation/personal holiday hours, and prior to taking time off, you must submit a completed Pay Action Request (PAR) form to your leader.

What about termination, what happens then?

Accrued but unused vacation time. As explained previously, Target's vacation time is a gratuity or a gift offered by Target and is not considered wages or paid in lieu of taking vacation time unless required by law. Thus, if your employment is terminated for any reason, whether voluntarily or involuntarily, all unused vacation accrued after January 1, 2016, will be forfeited unless you work in California, Colorado, Illinois, Massachusetts, Montana, Nebraska, North Dakota, or Rhode Island, or employment ends due to retirement or death. If you have any unused vacation prior to January 1, 2016*, that vacation will be paid to you upon

termination—regardless of the state in which you worked or the reason for which your employment ended. Any payment of accrued and unused vacation required by law will be paid in a lump sum.

Team members are able to use benefit time up to their last day of employment. On their final day, the team member must physically work. If any benefit time is used after the team member's last day worked, it will not be paid out to the team member. This does not apply to team member's that retire from Target.

Accrued but unused personal holiday time. Personal holidays are also a gratuity or a gift offered by Target and are not considered wages or paid in lieu of taking personal holidays unless required by law. Therefore, personal holiday hours earned but unused will not be paid to you upon termination, whether voluntary or involuntary, unless you work in California, Colorado, Illinois, Massachusetts, Montana, Nebraska, North Dakota, or Rhode Island.** Any payment of accrued but unused personal holidays required by law will be paid in a lump sum.

Personal holidays and vacation will not be paid out for domestic intra-Target or location transfers. Instead, they will be carried over to the new operating company or location.

*If you work in Louisiana and your employment is terminated or separated, whether voluntarily or involuntarily, for any reason, other than your retirement or death, all unused vacation accrued after December 17, 2016 will be forfeited. If you have any unused vacation accrued prior to December 18, 2016, that vacation will be paid to you upon termination. Any payment of accrued and unused vacation required by law will be paid in a lump sum.

** If you work in Louisiana and your employment is terminated or separated for any reason, voluntarily or involuntarily, all unused personal holidays that accrued before January 1, 2016, or after December 17, 2016 will be forfeited. If you have any unused personal holidays that accrued after January 1, 2016 and before December 18, 2016, those personal holidays will be paid to you upon termination. Any payment of accrued and unused personal holidays required by law will be paid in a lump sum.

National Holiday Plan

Celebrating with Holiday Pay and Holiday Premium Pay.

Yearly holiday calendar. Target offers Holiday Pay and Holiday Premium Pay to eligible team members for holidays observed by Target. Target observes the following holidays:

- ⦿ New Year's Day (January 1)
- ⦿ Memorial Day (4th Monday in May)
- ⦿ Independence Day (July 4)
- ⦿ Labor Day (1st Monday in September)
- ⦿ Thanksgiving Day (4th Thursday in November)
- ⦿ Christmas Day (December 25) (stores closed)

Understanding Holiday Premium Pay. Holiday Premium Pay is the pay that non-exempt team members receive for hours actually worked on the holiday (as determined by myTime). The hours are paid at 1.5 times the team member's hourly rate. All non-exempt team members who work on the holiday (including Seasonal) are eligible for Holiday Premium Pay.

Non-exempt team members who work on a Target-observed holiday will receive Holiday Premium Pay for that day. Team members who work non-traditional shifts receive Holiday Premium Pay for the hours worked on the actual holiday, not the observed holiday. For example, if Christmas Day falls on a Saturday, it would be observed on a Friday. Non-exempt team members who work on Saturday will receive Holiday Premium Pay, team members who work on Friday, will not.

Special considerations. Additional holidays or Premium Pay may be available depending upon your work location and circumstances. Your Human Resources representative can provide further information.

Holiday guidelines for Headquarters team members.

Who's eligible? Non-exempt team members who average more than 20 hours per week are eligible for Holiday Pay and Holiday Premium Pay beginning on the first full day of the pay period following date of hire.

- ⦿ In San Francisco, all team members (regardless of average hours) will receive the same National Holiday benefits as a full-time team member in their same position based on city ordinance.
- ⦿ If you are on a leave of absence and a holiday occurs during the leave, you are not eligible for Holiday Pay.

- ⦿ This includes RGD team members.

A paid day plus time and a half if you work the holiday. Holiday Pay provides eligible team members with a paid day off in observation of a holiday. Holiday Pay is paid whether or not a team member works on the holiday. If a team member works the Target-observed holiday, they will receive Holiday Premium Pay, 1.5 times their hourly rate, for their hours worked in addition to their Holiday Pay.

When holidays occur on a weekend. Headquarters holiday hours run from 12:00 a.m. until 11:59 p.m. on the date of the Target-observed holiday. Headquarters offices will be closed on all Target-observed holidays. If a Target-observed holiday occurs on a weekend, the holiday will be celebrated in the following manner:

- ⦿ If the holiday occurs on a Saturday, the office will be closed the Friday before the holiday.
- ⦿ If the holiday occurs on a Sunday, the office will be closed the Monday following the holiday.

If team members work a seven-day schedule, the holiday benefits provision in this plan apply to the actual holiday, even if it falls on a Saturday or a Sunday.

Holiday guidelines for Distribution Center team members.

Who's eligible? Beginning the first full pay period from date of hire, Distribution Center (DC) team members (excluding Seasonals) working an average of 20 hours per week or more are eligible for Holiday Pay and Holiday Premium Pay for all six holidays. At 90 days, Distribution team members are eligible for bank the holiday and will automatically bank hours work on the holiday rather than receiving holiday pay (note: they will still receive holiday premium pay 1.5x).

Meeting requirements for Holiday Pay/Bank the Holiday. Holiday Pay is the pay that team members receive for the six Target-observed holidays. The benefit is designed to provide a paid day off.

Rather than receiving Holiday Pay, team members who work any portion of the Target-observed holiday will automatically bank their holiday hours into their vacation accrual balance and receive Holiday Premium Pay (1.5x hourly rate) for time worked on that holiday if they meet the 90 day eligibility requirements. If they are under 90 days, they would receive holiday pay and holiday premium pay if they work on the holiday. Those under 90 days would receive holiday pay if they meet eligibility and requirements and don't work the holiday.

Team members must meet schedule requirements before, on, and after the holiday to be eligible for Holiday Pay or Bank the Holiday.

Team members must meet one requirement in every column in the following chart. If there is one column in which they fail to satisfy a scenario, they are no longer eligible for Holiday Pay or Bank the Holiday.

Last Scheduled Day Before the Holiday	Day of the Holiday	First Scheduled Day After The Holiday
Team member works full shift	Team member works full shift	Team member works full shift
Team member has approved and pre-planned time off*	Team member has approved and pre-planned time off*	Team member has approved and pre-planned time off*
Team member works the last half of shift	Team member works the last half of shift and was not more than two hours late for the shift	Team member works at least half of shift and was not more than 29 minutes late for shift

*FML and legislated sick time is considered approved and pre-planned in all locations.

What happens if you are on a leave before or after the holiday? If you are on an approved leave of absence and are off 3 consecutive days the week before, the week of, or the week after the holiday—as long as you aren't on a leave during the holiday, you qualify as an exception. For example, if the holiday is on a Monday and you are on an approved leave through the Sunday prior, and return to work on Monday—you would qualify for holiday pay.

When are holiday hours observed for Distribution Centers? Holiday hours run from 6:00 a.m. the day of the holiday until 5:59 a.m. the following day. For example, Christmas would be observed on 12/25 starting at 6:00 a.m. until 12/26 at 5:59 a.m. (excluding time within the attendance tracking grace periods).

Work out of Key Premium for holiday weeks. Work out of Key Premium is the pay that team members receive for hours worked on a day that is outside their normally scheduled key during a holiday week. A holiday week is the week (Sunday through Saturday) in which a Target-observed holiday falls.

Any hours worked outside the key, that are paid overtime do not qualify for Work out of Key Premium. Work out of Key Premium is paid at 1.5 times the regular rate of pay.

Holiday guidelines for Store team members.

Who's eligible? The below applies to all locations, except those noted in the following section.

As of the first pay period following the team member's hire date or the hire date when the day is the first day of the pay period, all non-exempt Team Leaders who average 20 hours or more per week are eligible for Holiday Pay and Holiday Premium Pay for all six National Holidays.

Full-time, non-exempt Team Members who average 30 hours or more are eligible for Holiday Premium Pay beginning on their date of hire, and Holiday Pay for Thanksgiving and Christmas, following six months of service and then reassessed after 12 months.

All other non-exempt team members are not eligible for Holiday Pay, but are eligible for Holiday Premium Pay as of date of hire.

- ⦿ *In San Francisco, team members (regardless of average hours) will receive the same benefits as a full-time team member in their same position, per city ordinance.

Understanding Holiday Pay and overtime. Non-exempt team members who do not work on the Target-observed holiday will only receive Holiday Pay for that day if they are eligible. Non-exempt team members who work on the Target-observed holiday will receive both Holiday Pay and Holiday premium pay for that day if they are eligible.

Only actual hours worked will be included in an overtime calculation. Any hours worked on a holiday that are eligible for holiday premium pay would not be included into the overtime calculation. Holiday pay does not count towards any overtime calculation.

When are holiday hours observed for Stores? Holiday hours run from 12:00 a.m. until 11:59 p.m. on the date of the Target-observed holiday.

Other considerations:

- ⦿ When a recognized Target-observed holiday falls within a team member's requested vacation time, that day is treated as a holiday and not a vacation day. The team member will not submit vacation time for the day the holiday is observed.
- ⦿ If you are on a leave of absence and a holiday occurs during the leave, you are not eligible for Holiday Pay.
- ⦿ myTime will automatically apply Holiday Pay on a team member's Timesheet based on whether the team member works at a building type that has a five or seven day work week.

State specific holiday guidelines.

State guidelines for Massachusetts. Non-exempt Massachusetts team members receive state-specific Holiday Premium Pay for the hours they work on the following holidays:

- ⊙ New Year's Day
- ⊙ Columbus Day
- ⊙ Veteran's Day
- ⊙ Memorial Day
- ⊙ Independence Day
- ⊙ Labor Day

- ⊙ Thanksgiving Day

- ⊙ Christmas Day

These holidays include any day on which the holiday is officially observed. Non-exempt Massachusetts team members cannot be discharged, penalized, or otherwise discriminated against for refusing to work on any of these days.

State guidelines for Rhode Island. Non-exempt Rhode Island team members receive State Premium Holiday Pay for any hours worked on a holiday. Non-exempt Rhode Island team members are also guaranteed at least a minimum of 4 hours of employment on holidays. For non-exempt Rhode Island team members, holidays include:

- ⊙ New Year's Day
- ⊙ Memorial Day
- ⊙ Independence Day
- ⊙ Victory Day
- ⊙ Labor Day
- ⊙ Columbus Day
- ⊙ Veteran's Day
- ⊙ Thanksgiving Day

⊙ Christmas

These holidays include any day on which the holiday is officially observed. Non-exempt team members in Rhode Island cannot be terminated, penalized, or otherwise discriminated against for refusing to work on a holiday.

Well-being Time Plan

For good health, financial stability and community engagement.

From doctors appointments to volunteering. Target knows that team members do most of their well-being activities, including health, financial or community activities, outside of work. While that's appropriate, sometimes work schedules conflict with well-being efforts. Well-being Time provides flexibility for team members to engage in some well-being activities without losing out on pay. Well-being Time is not intended as additional vacation or personal holiday time.

Well-being Time encompasses:

- ⦿ Health well-being for personal preventive health care visits.
- ⦿ Financial well-being, such as meeting with a licensed financial advisor.
- ⦿ Community well-being, such as volunteer activities, unless the activity is a Target-led event for which the team member is already being paid regular wages

Who's eligible? Eligibility aligns with other time-off benefits:

- ⦿ For Team Lead, HQ/DC team members, who average 20 hours or more, eligibility is effective the first day of the pay period that includes the 90th day of service from the hire date.
- ⦿ For full-time Store team members, who average 30 hours or more, and all team members in San Francisco, eligibility starts on the first full pay period after the first of the month following six full months of service and reassessed at 12 months.

Part-time, Seasonal and Limited team members are not eligible for Well-being Time.

- ⦿ *In San Francisco, team members (regardless of average hours) will receive the same benefits as a full-time team member in their same position, per city ordinance.

How much Well-being Time is provided? Once eligible, team members will receive 4 hours of Well-being Time. Team members are expected to plan their Well-being Time in advance and take the entire 4 hours. There may be situations where only part of the time is needed; work with your leader in advance on any exceptions.

Requesting and submitting Well-being Time. Pre-approval by your leader is necessary before you can take well-being time. Team members should request time off for Well-being Time. Depending on business conditions, Well-being Time may not be approved by your leader. You are encouraged to discuss your Well-being Time with your leader early to determine if your plans fit with the operations of the department or location. Team members are expected to submit Well-being Time in increments of 4 hours.

Additional Well-being Time information.

- ⦿ After initial eligibility, eligible team members will receive 4 hours of Well-being Time each January.
- ⦿ Team members must use their well-being time by December 31st each year.
- ⦿ Well-being Time does not carry over from one year to the next; eligible team members will never have more than 4 hours of Well-being Time.
- ⦿ Use is restricted to "well-being" activities outlined by this policy. By submitting Well-being Time, the team member is confirming that the time taken was for the well-being activities as previously referenced or similar.
- ⦿ Team members who work overnight shifts can coordinate with their leader(s) to find appropriate uses for this time.
 - For example: a team member may have an early morning well-being physical and may choose to take the last 4 hours of the shift off in order to be rested for the physical.
- ⦿ Use of Well-being Time is a substitute for scheduled work hours, not in addition to, time actually worked. Well-being Time will not increase a team member's pay, it is intended to keep the team member whole.
- ⦿ Team members are generally not required to provide separate proof of participation in a well-being activity to receive well-being pay. However, Target reserves the right to request appropriate documentation.
- ⦿ Team members who are on leave of absence are not able to use Well-being Time while they are on the leave.
- ⦿ Well-being Time will not be paid out at termination.

Bereavement Plan

Support to ease a difficult time.

Our thoughts are with you. Losing a loved one is never easy. Target knows all team members may face this difficult situation. To offer support, our bereavement guidelines are designed to provide team members with time off to allow them to attend events and be available for matters related to the loss.

Bereavement events can include:

- ⦿ Funeral attendance
- ⦿ Celebration of life attendance
- ⦿ Reading of a will/attending to death and estate-related documents
- ⦿ Time needed to make final arrangements for covered family members

Who's eligible?

Stores and HQ non-exempts. Non-exempt store team leaders, Regular team members and HQ non-exempt team members with average hours of 20 or more are eligible for bereavement pay from the first day of the pay period that includes the 90th day of service from the hire date.

Non-exempt store team members with average hours of 20 or more are eligible for bereavement pay from the first full pay period following 6 months of service.

DC Team Members. Regular team members are eligible for bereavement pay from the first day of the pay period following their date of hire. If the date of hire is the first day of a pay period, benefits are effective that date.

Part-time, Seasonal and Limited team members are not eligible for bereavement pay.

- ⦿ *In San Francisco, team members (regardless of average hours) will receive the same benefits as a full-time team member in their same position, per city ordinance.

How much paid time off is available? Bereavement time off may be paid or unpaid time off. Pay is available for eligible team members who attend events for covered family members during normally scheduled work time.

- ⦿ In the event of a death in the immediate family, up to 3 scheduled days is paid time.
- ⦿ In the event of a death of a close friend or distant relative, up to 4 hours is paid time.

Note: Team members are limited to 4 paid events in a rolling 24-month period for distant family/close friend. Additional time off needed for such events will be unpaid.

Paid days off may be granted to **full-time team members** based on shift length as listed below:
Three Days:

- ⦿ 8-hour shifts – Up to 24 hours
- ⦿ 10-hour shifts – Up to 30 hours
- ⦿ 12-hour shifts – Up to 36 hours

Unpaid bereavement time and extended time off. Team members who are not eligible for pay, or who need extended time off, are eligible for unpaid time off. If this time exceeds 3 scheduled days for DC Team members or 7 calendar days for all other team members, this would be requested as a Personal Leave of Absence. The length of unpaid Personal Leave of Absence for purposes of bereavement/funeral time is determined and approved by the team member's leader and HR partner. (See LOA Guidelines for additional details on Target's Personal Leave of Absence).

Team members in Oregon may be eligible under the Oregon Family Leave Act for bereavement purposes. Team members should contact the Target Leave and Disability team.

We know families are unique. Each of us defines our relationship to family differently. The bereavement guidelines are not intended to cover all relationships or define your close relationship. This guideline is intended to create a level of consistency and a framework to accommodate most bereavement situations, with the understanding it will not capture all. Team members are welcome to request unpaid time off or a Personal Leave for a bereavement event not addressed under these guidelines.

Defining immediate family members. Target's bereavement guidelines recognize the following relationships as covered immediate family members for the purposes of pay under this guideline:

- ⦿ Spouse/domestic partner/common-law spouse in locations that recognize common law marriage
- ⦿ Parent: biological, adopted, step, mother/father-in-law
- ⦿ Child: biological, adopted, foster, step, son/daughter-in-law, legal ward, domestic partner biological/adopted child
- ⦿ Brother/Sister: step, half, brother/sister-in-law
- ⦿ Grandparent/Grandchild
- ⦿ Stillborn: mother or biological father of stillborn child at 20 weeks of gestation or greater

- ⊙ Aunt/Uncle
- ⊙ Niece/Nephew

Defining distant family members. Other family relationships not specifically listed above are considered distant relatives. Some examples of covered distant family include:

- ⊙ Grandparent-in-law
- ⊙ Aunt/Uncle-in-law
- ⊙ Cousin
- ⊙ Great-grandparent
- ⊙ Step-grandparent

Making a request for bereavement time off. Before the team member takes the time off, a request should be submitted. If this is not possible, the time-off request must be submitted before 12 p.m. CT the Monday of the pay run.

Who's responsible for processing bereavement pay? HQ TMs should submit their request for processing to payroll via the, "[Other Time Off Form for HQ/RGD Team Members.](#)" Otherwise, HR representatives are responsible for keying bereavement pay.

Additional bereavement guidelines information.

- ⊙ Team members can be paid up to 40 hours per week according to their shift as outlined above.
- ⊙ Team members will be compensated for missed scheduled work hours only.
- ⊙ Proof is not required to receive bereavement pay or unpaid time. However, Target reserves the right to request appropriate documentation.
- ⊙ Team members who are on leave of absence are not eligible for bereavement pay.
- ⊙ Bereavement pay does not apply for miscarriages (gestation less than 20 weeks).
- ⊙ In states that recognize common law marriage, the common law spouse is considered immediate family for bereavement pay purposes. In states that do not recognize common law marriage, the common law spouse is considered a close friend or distant relative for bereavement pay purposes.
- ⊙ Use of "in-law" terminology within this policy applies to domestic partnership relationships in the same way that it applies to marital relationships.

Changes that may require attention. Team members, who have suffered the loss of a dependent, may need to:

- ⦿ Change their marital status
- ⦿ Update their beneficiaries for 401(k) and life insurance
- ⦿ Update their medical, dental and/or dependent life insurance coverage
- ⦿ Change their number of tax exemptions

Making tax or marital status changes.

- ⦿ Store and HQ team members should call the HR Operations Center (HROC) at 1-800-394-1885
- ⦿ DC team members should work with the HR team at their location

Making benefits changes. For beneficiary, medical, dental or dependent life insurance changes, all team members should call the Target Benefits Center at 1-800-828-5850.

Note: Team members who need to update their beneficiaries may do so at:
www.targetpayandbenefits.com

State Specific Accrued Time-off

Includes sick plans & legislated time-off

State/Local-specific sick leave programs. Arizona, California, Connecticut, Hawaii, Maryland, Massachusetts, Michigan, New Jersey, New York, Oregon, Rhode Island, Vermont, Berkeley, CA, Chicago, IL, Cook County, IL, Dallas, TX, Duluth, MN, Emeryville, CA, Jersey City, NJ, Los Angeles, CA Minneapolis, MN, Montgomery County, MD, Nevada (legislated time-off), New York City, NY, Philadelphia, PA, Pittsburgh, PA, Portland, OR, San Diego, CA, San Francisco, CA, Saint Paul, MN, Seattle, WA, Spokane, WA, Tacoma, WA, Washington, Washington, D.C., Westchester County, NY and HQ/RGD locations have paid sick leave programs as identified in the following grid.

State specific details can found in the grid below by locations, eligibility, when and what to use them for and accrual details (including which accrual bucket will accrue the time).

Sick Plan Details

All non-exempt team members in the locations listed above **except** for New York State, Hawaii and Sick Day Pay locations have legislated paid sick leave or legislated time-off, and this time is viewed as non-accountable (excused). That means that team members cannot be coached, and corrective action cannot be taken, for absences for which team members receive paid sick leave, so long as the sick leave is taken for a covered reason.

Paid sick leave can only be used to supplement pay for actual hours missed.

A bridge for short-term disability. Non-exempt team members eligible for paid sick leave and who are also eligible for Target's Short-Term Disability (STD) Pay Practice have a 7-calendar day elimination period (unpaid time before STD pay starts for your Medical Leave). One primary reason Target provides paid sick leave is to bridge this gap in pay. Team members who work in a location that is not eligible for paid sick leave will have a 2-workday elimination period.

Availability to use limited to certain circumstances. As a benefit, paid sick leave is available only under certain circumstances, including your health or your family member's health circumstances. It is not accrued or paid out at termination or under any other circumstances. Please refer to the grid below for details.

When do I Need to Submit My Paid Sick Leave Time? TMs should submit their paid sick leave time within 72 hours of returning to work. If you fail to submit your paid sick leave time within 72 hours and don't have an extenuating circumstance, you may be placed on corrective action.

Legislated Time-off

Target follows legislated requirements and provides time-off as outlined below. Time would not be paid out at the time of termination. Time will accrue in the vacation plan.

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
HQ/RGD (Non-legislated paid sick locations)	Non-exempt team members (HQ & RGD) full time, part time and limited are eligible for paid sick leave accrual after 90 days of service.	<p>Eligible to use after the 90th day of employment.</p> <p>Should be used for team members own illness or to care for an ill family member (minor or adult child, spouse, sibling, parent, grandparent, stepparent, mother-in-law, father-in-law or grandchild).</p> <p>Sick time can also cover time away from work for doctor appointments.</p> <p>Safety Leave: the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking.</p>	<p>Team members accrue 1 hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 48 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>
Sick Day Pay (Level 45 in stores and DC TMs)	Non-exempt level 45 store TMs and DC team members who do not have paid sick leave are eligible for Sick Day Pay on the first day of the pay period which includes the 90 th day of service from the date of hire.	<p>Eligible team members will receive compensation for the remaining portion of their shift under Sick Day Pay if they become ill while at work and need to leave before completing their scheduled shift. Sick day pay does not cover the eligible team member's entire shift and cannot result in overtime. Sick day pay does not apply to team members that call in sick and do not report to work.</p> <p>In Minnesota, non-exempt team members meeting the eligibility rules above can use Sick Day Pay to leave work to care for an ill or injured child, adult child, spouse, sibling, parent, grandparent, step-parent, mother-in-law, father-in-law or grandchild. Sick Day Pay can also be used for Safety Leave defined as providing or receiving assistance</p>	<p>No accrual or annual usage.</p> <p>For all level 45 shift lengths and DC TMs working less than an 8-hour shift:</p> <ul style="list-style-type: none"> Worked less than 25% of shift – pay for time worked Worked 25 to 50% of shift – pay for 50% of shift Worked 50% or more of shift – pay for all scheduled hours <p>For DC TM shifts greater than 8</p>	N/A

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		because of a sexual assault, domestic abuse or stalking.	hours, please partner with HR.	
Arizona	All non-exempt team members, including seasonals, are eligible for paid sick leave at date of hire.	<p>Eligible to use after the 90th day of employment.</p> <p>To care for or treat the employee's mental or physical illness, injury, or condition; to obtain preventive medical care for the TM or their family; to care for a family member with a mental or physical illness, injury, or condition; if a public official closes the business, the TM's child's daycare, or school due to a public health emergency; care for a family member; domestic violence, sexual assault, stalking of the TM or their family and needs time away to manage through the issue.</p>	<p>Team members accrue 1 hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>
California (includes LA, excludes Berkeley, Emeryville and San Francisco)	All non-exempt team members are eligible for paid sick leave at date of hire.	<p>Eligible to use after the 90th day of employment.</p> <p>Should be used when the team member misses work due to an accident or personal illness or to care for a family member defined broadly to include a team member's parent, child, spouse or registered domestic partner, grandparents, grandchild and sibling.</p> <p>Eligible team members can use sick time for finding a diagnosis, care, or treatment of an existing health condition of, or preventive care for, a team member or a team member's family member.</p>	<p>Team members accrue 1 hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>There is an annual <u>use</u> limit of 48 hours.</p>	There is a maximum accrual of 80 hours of a combined total of their old bank and new banks.

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		<p>The time can also be used for a team member who is a victim of domestic violence, sexual assault or stalking.</p>		
Berkeley, CA	<p>Non-exempt team members, including seasonal and daily begin accruing on date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Eligible team members may use Paid Sick Leave not only when he or she is ill or injured or for the purpose of the Employee's receiving medical care, treatment, or diagnosis, but also to aid or care for the following persons when they are ill or injured or receiving medical care, treatment, or diagnosis: child, parent, legal guardian or ward, sibling, grandparent, grandchild, and spouse, registered domestic partner under any state or local law, or designated person. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>There is no annual maximum accrual.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

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Emeryville, CA	<p>Non-exempt team members, including seasonal and daily begin accruing on date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Eligible team members can use paid sick leave when he or she is ill, injured, or for the purpose of receiving medical care, treatment, or diagnosis, and to aid or care for a child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state or local law, or designated person when they are ill, injured, or receiving medical care, or treatment, or diagnosis.</p> <p>Team members can also use sick leave to aid or care for a guide dog, signal dog, or service dog for the team member, team member's family member, or the team member's designated individual.</p> <p>Designated Person Process: If a team member has no spouse or registered domestic partner, the team member may designate one person for whom the team member may use paid sick leave to provide aid or care. HR must offer the opportunity to the team member to make the designation by submitting the designated person form upon their date of hire, but in no case later than 30 calendar days after hire. The team member has 14 days to make the election. Team members may also make</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>There is no annual maximum accrual</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

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		or change the designation on an annual basis on January 31 st of each year and have 14 days to make the election.		
San Diego, CA	Non-exempt team members, excluding independent workers, individuals who have been issued a special license by the State to be employed for less than minimum wage, certain youth employees in publicly subsidized summer or short-term employment programs, and certain counselors at organized outdoor camps. Begin accruing on date of hire	Eligible to use accrued hours on the 90 th day of employment. Leave can be used if an employee is physically or mentally unable to work due to illness, injury, or a medical condition, including pregnancy; for "Safe Time" (time away necessary to handle certain matters of domestic violence, sexual assault, or stalking, when the employee or a designated family member is a victim); for medical appointments; and to care for family members (a child, spouse, parent, grandparent, grandchild, sibling or the child or parent of a spouse) with an illness, injury, or medical condition.	Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked). There is an annual <u>use</u> limit of 48 hours.	Up to 80 hours of unused accrued time rolls over to the next calendar year. Team members cannot exceed 80 hours of accrued time.
San Francisco, CA	Non-exempt team members, including seasonal and daily extras begin to	Eligible to use accrued hours on the 90 th day of employment. Eligible team members can use paid sick leave when he or she is ill, injured, or for	Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for	Up to 80 hours of unused accrued time rolls over to the next calendar year. Team members

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	accrue on date of hire.	<p>the purpose of receiving medical care, treatment, or diagnosis, and to aid or care for a child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state or local law, or designated person (discussed below) when they are ill, injured, or receiving medical care, treatment, or diagnosis.</p> <p>Designated Person Process: If a team member has no spouse or registered domestic partner, the team member may designate one person for whom the team member may use paid sick leave to provide aid or care, HR must offer the opportunity to the team member to make the designation by submitting the designated person form upon their date of hire, but in no case later than 30 calendar days after hire. The team member has 14 days to make the election. Team members may also make or change the designation on an annual basis on January 31st of each year and have 14 days to make the election.</p>	<p>every hour worked).</p> <p>There is no annual maximum accrual.</p>	cannot exceed 80 hours of accrued time.

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Connecticut	All non-exempt team members accrue paid sick leave on date of hire.	Should be used when the team member misses work due to absences for his/her own or a spouse or child's illness, injury, or health condition, medical diagnosis, care, treatment of a mental or physical illness, injury, or health condition, preventive medical care, or absences associated with being a victim of domestic violence or sexual abuse.	Team members accrue one hour of paid sick leave for every 40 hours physically worked (0.025 per hour worked). The maximum annual accrual amount is 40 hours.	Up to 80 hours of unused accrued time rolls over to the next calendar year. Team members cannot exceed 80 hours of accrued time.
Cook County and Chicago, IL	All non-exempt team members accrue paid sick leave on date of hire.	Eligible to use accrued hours on the 180 th day of employment. Earned paid sick leave may be used for the following purposes: Illness, injury, medical care, treatment, diagnosis or preventive care. A public health emergency. Absence due to domestic violence, sexual violence, abuse or stalking. Employees may use earned paid sick time for themselves or for family members	Team members accrue one hour of paid sick leave for every 40 hours physically worked (0.025 per hour worked). The maximum annual accrual amount is 40 hours.	Up to 80 hours of unused accrued time rolls over to the next calendar year. Team members cannot exceed 80 hours of accrued time.
Hawaii New York State	Store TM: Average hours of 20 or more begin accruing after six months of service. Store TL/DC/HQ /RGD: Average hours of 20 or more begin accruing on the first pay period that includes 90 th day of service.	Eligible to use on the first day of the pay period following the first day of the month after their accrual begins. Should be used when the team member misses work due to an accident or personal illness or to care for an ill family member (parents, children or spouse).	Team members accrue 1 hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked). The maximum annual accrual amount is 48 hours.	Up to 80 hours of unused accrued time rolls over to the next calendar year. Team members cannot exceed 80 hours of accrued time.

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	<p>Hawaii TM and TL: Begin accruing after four consecutive weeks of service and averaging 20 hours or more.</p>			
New York City	All non-exempt team members, including seasonal and daily extras, begin to accrue paid sick leave on date of hire.	<p>Jersey City: Eligible to use on the 90th day of employment New York City: Eligible to use on the 120th day of employment Should be used for the following:</p> <ul style="list-style-type: none"> • The team member's mental or physical illness, injury, or health condition • The team member's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition • The team member's need for preventive medical care • Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or health condition, or who needs preventive medical care • Closure of team member's place of business due to a public health emergency (as declared by the Commissioner of the New York City Department of Health and Mental Hygiene or the Mayor) • The team member's need to care for a child whose school or child care provider is closed due to a public health emergency <p>The law defines the following as a family</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

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		<p>member as, Child (biological, adopted, or foster child; legal ward; child of a team member standing in loco parentis), Grandchild, Spouse, Domestic partner, Parent, Grandparent, Child or parent of a team member's spouse or domestic partner, Sibling (half, adopted, or step).</p>		
<p>Westchester County, New York</p>	<p>All non-exempt team members accrue paid sick leave on date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Sick time can be used for:</p> <ul style="list-style-type: none"> - Team member's own or a family member's mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; need for preventative medical care; -The care for a team member or family member when it has been determined by the public health authorities having jurisdiction on that the team member's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease whether or not the team member or family member has actually contracted the communicable disease; - The closure of the team member's place of business by order of a public official due to a public health emergency; - The closure of a day care or elementary or 	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>

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		secondary school attended by the team member's child where such closure was due to a public health emergency.		
Maryland	All non-exempt team members accrue paid sick leave on date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>An employee is allowed to use earned sick and safe leave under the following conditions:</p> <ul style="list-style-type: none"> • To care for or treat the employee's mental or physical illness, injury, or condition; • To obtain preventative medical care for the employee or the employee's family member; • To care for a family member with a mental or physical illness, injury, or condition; • For maternity or paternity leave; or • The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) 	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

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		<p>because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.</p> <p>A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.</p>		
Montgomery County, MD	All non-exempt team members accrue paid sick leave on date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>To care for or treat the employee's mental or physical illness, injury, or condition;</p> <p>To obtain preventive medical care for the TM or their family;</p> <p>to care for a family member with a mental or physical illness, injury, or condition;</p> <p>if a public official closes the business, the TM's child's daycare, or school due to a public health emergency; care for a family member; domestic violence, sexual assault, stalking of the TM or their family and needs time away to manage through the issue.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 56 hours.</p>	<p>Up to 56 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 112 hours of accrued time.</p>

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Massachusetts	Non-exempt team members, including seasonal and daily extras begin accruing paid sick leave on date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Team members can use sick time for absences for own or family members illness or injury and can be used for absences associated with domestic violence or sexual abuse.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>
Michigan	Non-exempt team members who are eligible for medical benefits under Target's benefit plans.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Sick time can be used for:</p> <ul style="list-style-type: none"> - Team member's own or a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care. -if the team member or a family member is a victim of domestic violence or sexual assault, sick time may be used for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault. -For closure of the eligible team member's primary workplace by order of a 	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>

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		<p>public official due to a public health emergency; for an eligible team member's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible team member's or eligible family member's presence in the community would jeopardize the health of others because of the exposure to a communicable disease, whether or not the eligible team member or family member has actually contracted the communicable disease.</p>		
Duluth, MN	<p>All non-exempt team members, excluding contractors and seasonals, are eligible for paid sick leave at date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Earned paid sick leave can be used for a team member's own or a family member's: mental or physical illness, injury, or health condition; to accommodate the need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or a need for preventative medical care.</p> <p>An absence due to domestic abuse, sexual assault, or stalking of the team member or team member's family member.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 64 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>

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Minneapolis and St. Paul, MN	All non-exempt team members are eligible for paid sick leave at date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Earned paid sick leave may be used for the following purposes: Illness, injury, health condition or preventive care. A public health emergency. To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure. Absence due to domestic violence, sexual violence, abuse or stalking Employees may use earned paid sick leave for themselves or family members.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 48 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>
Nevada	<p>Team members that meet eligibility requirements for Target's vacation plan will follow those guidelines. If a team member doesn't meet Target's vacation policy eligibility, team members will follow this plan based off of legislated requirement.</p> <p>Accrual begins at date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Team members may use paid leave available for use by that team member without providing a reason to his or her employer for such use.</p>	<p>Time accrues in a team members vacation bucket.</p> <p>Team members will accrue .01923 per hour worked.</p> <p>Team members are eligible for 40 hours.</p>	<p>The maximum accrual is 1.5x the annual accrual limit which is 60 hours.</p>
New Jersey	All non-exempt team members are eligible for	Eligible to use accrued hours on the 120th day of employment.	Team members accrue one hour of paid sick leave for every 30 hours	Up to 80 hours of unused accrued time rolls over to the next

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	paid sick leave at date of hire.	<p>Team members can use sick time for: Diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.</p> <p>You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care. You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.</p> <p>You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.</p> <p>Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.</p>	<p>worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>
Oregon (includes Portland)	All non-exempt team members are eligible for paid sick leave at date of hire.	<p>Team members can begin to use sick time as of their 90 day of employment.</p> <p>Team members can use sick time for an employee's or family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>

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		<p>health condition for preventive medical care. Team members can use for absences associated with domestic violence or sexual abuse.</p> <p>In the event of a public health emergency; including closure of facility, school or place of care for employee's child or by order of public health emergency. A determination by healthcare provider that the presence of an employee or family member in the community would jeopardize health of others.</p>	<p>amount is 40 hours.</p>	
Philadelphia, PA	<p>Non-exempt team members, excluding seasonal, begin to accrue paid sick leave on their date of hire.</p>	<p>All team members are eligible to use accrued hours as soon as the time is accrued following the 90th day of employment.</p> <p>Team members can use sick time for preventive and routine medical care, illness, injury, to care for their health needs, to seek treatment and take necessary steps to ensure safety/protection from domestic violence, sexual abuse, or stalking. Time can be used for self or for family members.</p>	<p>Team members accrue one hour of paid sick leave for every 40 hours worked (0.025 hours accrued per hour worked).</p> <p>Team members cannot accrue more than 40 hours in a calendar year.</p>	<p>There is no limit to the amount of hours a team member can have in their accrual bank. Even though they can only carry over 40 hours, they could do this continually year over year.</p>

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Pittsburgh, PA	Non-exempt team members, including seasonal, begin to accrue paid sick leave on their date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Paid Sick Time can be used to care for the team member's or a family member's illness, injury, or health condition; or in the event of a public health emergency or a family member's exposure to a communicable disease.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>
Rhode Island	All non-exempt team members are eligible for paid sick leave at date of hire.	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Earned paid sick leave may be used for the following reasons:</p> <p>(1) A team member's: mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; need for preventive medical care;</p> <p>(2) Care of a family member: with a mental or physical illness, injury or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; who needs preventive medical care;</p> <p>(3) Closure of the team member's place of business by order of a public official due to a public health emergency or a team member's need to care for a child whose</p>	<p>Team members accrue one hour of paid sick leave for every 35 hours worked (0.028571 hours earned for every hour worked).</p> <p>Team members cannot accrue more than 40 hours in a calendar year. There is no cap on the maximum accrual or usage.</p>	There is no limit to the amount of hours a team member can have in their accrual bank.

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
		<p>school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the team member's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the team member or family member has actually contracted the communicable disease; or</p> <p>(4) Time off needed when the team member or a member of the team member's family is a victim of domestic violence, sexual assault or stalking.</p>		
Dallas, TX	All non-exempt team members are eligible for paid sick leave at date of hire.	<p>All team members are eligible to use accrued hours as soon as the time is accrued following the 60th day of employment.</p> <p>Earned paid sick leave may be used for the following reasons: (1) The team member's physical or mental illness, physical injury, preventative medical or health care, or health condition; or (2) The team member's need to care for their family member's physical or mental illness, physical injury, preventative medical or health care, or health condition; or (3) The team member's or their family member's need to seek medical attention, seek</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>There is no annual maximum accrual.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
		relocation, obtain services of a victim services organization, or participate in legal or court ordered action related to an incident of victimization from domestic abuse, sexual assault, or stalking involving the team member or the team member's family member		
Vermont	Team members who are employed by Target for an average of no less than 18 hours per week during a year are eligible. However, the term "team member" shall not include an individual who is employed by Target for 20 weeks or fewer in a 12-month period; and in a job scheduled to last 20 weeks or fewer, or an individual who is under 18 years of age.	Eligible to use accrued hours after one year of employment. Earned paid sick leave may be used for the following reasons: (1) The TM is ill or injured. (2) The TM obtains professional diagnostic, preventive, routine, or therapeutic health care. (3) The TM cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the TM's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care. (4) The TM is arranging for social or legal services or obtaining medical care or counseling for the TM or for the TM's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of	Team members accrue one hour of paid sick leave for every 40 hours worked (0.025 hours accrued per hour worked). Team members cannot accrue more than 40 hours in a calendar year.	There is no limit to the amount of hours a team member can have in their accrual bank. Even though they can only carry over 40 hours, they could do this continually year over year.

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
		<p>domestic violence, sexual assault, or stalking. (5) The TM cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the TM's workday is closed for public health or safety reasons.</p>		
Washington	<p>All non-exempt team members are eligible for paid sick leave at date of hire.</p>	<p>Eligible to use accrued hours on the 90th day of employment.</p> <p>Earned paid sick leave may be used for the following reasons: An absence resulting from a team member's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or a team members need for preventive medical care. To allow a team member to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. When a team member's place of business is closed by order of a public official for any health-related reason, or when a team members child's school or</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>There is no cap on the annual or maximum accrual or usage.</p>	<p>Team members can carry over up to 80 hours of paid sick time per benefit year.</p>

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
		<p>place of care is closed for such a reason. Absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.</p>		
Seattle, WA	<p>Non-exempt team members, including temporary, part time and daily extras, begin to accrue paid sick leave hours on their date of hire.</p>	<p>Eligible to use accrued hours on the 180th day of employment.</p> <p>Can be used for a team member's personal illness, injury or health condition, or to take care of a family member with an illness, injury or medical appointment. Closure of the team member's place of business or child's school/place of care by order of a public official for health reasons. For reasons related to domestic violence, sexual assault, or stalking—for the employee or a family or household member.</p> <p>"family member" includes a spouse, registered domestic partner, child, parent, grandparent, and parent-in-law. "household member" includes stepparents and stepchildren, grandchildren, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>Team members can use up to 72 hours of Paid Sick and Safe Time (PSST) per benefit year.</p>	<p>Team members carry over up to 72 hours of PSST time per benefit year.</p>

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
Spokane, WA	All non-exempt team members are eligible for accrued paid sick leave at date of hire.	<p>Team members can begin to use sick time as of their 90 day of employment.</p> <p>Team members can use sick time for an employee's or family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition for preventive medical care. Team members can use for absences associated with domestic violence or sexual abuse.</p> <p>In the event of a public health emergency; including closure of facility, school or place of care for employee's child or by order of public health emergency. A determination by healthcare provider that the presence of an employee or family member in the community would jeopardize health of others.</p>	<p>Team members accrue one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>The maximum annual accrual amount is 40 hours.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Max accrual is 80 hours</p>
Tacoma, WA	Non-exempt team members begin to accrue paid sick leave on their date of hire.	<p>Team members become eligible to use their accrued sick leave hours on day 180 of their employment.</p> <p>Team members can use sick time for an employee's or family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition for preventive medical care. Team members can use for absences associated with</p>	<p>Team members will earn one hour of paid sick leave for every 30 hours worked (0.033334 hours earned for every hour worked).</p> <p>Team members cannot accrue more than 40 hours annually.</p>	<p>Up to 80 hours of unused accrued time rolls over to the next calendar year.</p> <p>Team members cannot exceed 80 hours of accrued time.</p>

State	Eligibility	When and What to use it for	Accrual Rate and Annual Max/Usage	Max Accrual
		domestic violence or sexual abuse. In the event of a public health emergency; including closure of facility, school or place of care for employee's child or by order of public health emergency. A determination by healthcare provider that the presence of an employee or family member in the community would jeopardize health of others.		
Washington DC	Non-exempt team members begin to accrue paid sick leave on their date of hire.	Eligible to use accrued hours after the 90th day of employment. Team members can use sick time for their own illness or the illness of a family member and absences associated with domestic violence or sexual abuse.	Team members accrue one hour of paid sick leave for every 37 hours worked (0.027027 per hour worked). The maximum annual accrual amount is 56 hours per calendar year.	Team members can carry over accrued paid sick leave to the following calendar year. However, carry-over hours (earned and unused hours carried into the new calendar year) are capped at 56.

Voting Plan

Encouraging you to exercise your right to vote.

Taking time to make your voice heard. Target strongly encourages you to visit the polls to vote before or after work. Generally, polls are open before and after team members' workdays. If you are unable to visit the polls before or after your scheduled work shift, Target provides paid time off for the actual time needed to vote for all team members who are eligible to vote.

Note: Non-exempt team members who use eClock or a wall-mounted time clock must submit a Time-off Request to request pay for time spent at the polls. Select Other Benefit Time and enter Voting Pay in the Comments.

Serving as an election judge.

Team members can take time away from work to serve as an election judge for any official city, state or federal election. If you intend to serve as an election judge, you must check with your Human Resources business partner for any applicable notice or other requirements. Certain states may provide for paid time off to serve as an election judge. Check with your Human Resources business partner for more information.

Who's eligible? Non-exempt headquarters team members, non-exempt stores team leads and DC regular team members are eligible for pay the first day of the pay period following their date of hire.

Jury Duty/Witness Duty Plan

Time off when you're called for civic duty.

Your job is safe while you serve. If you've been selected for jury duty or must serve as a witness in a trial, Target offers eligible team members time away from work to serve.

If you are called to serve on a jury or as a witness, please provide your HR representative with the summons issued by the governmental unit involved. We do not provide written documentation to excuse team members from jury duty. Following jury duty, Target will reinstate you to your former position regardless of length of time spent on jury duty.

Reporting back to work. When jury is not in session, or if you've been excused from jury duty, you must report to work during your scheduled hours if you can work at least 4 hours of your scheduled work period, except as provided by law.

Who's eligible? If you're an hourly HQ team member, store team lead, or DC regular team member with average hours of 20 or more hours per week, you are eligible for paid jury or witness duty on the first day of the pay period following your date of hire.

If you're an hourly store team member, you are not eligible for pay but Target will protect your average hours for time missed due to serving jury or witness duty.

HR will manage your time and pay. Your jury duty pay may be delayed depending on when it was requested during the pay cycle.

In step with state statutes. Target must meet the minimum guidelines as outlined in state statutes. The Target policy goes into effect after state guidelines are met. If you live and work in different states, the law for the state where you work applies for calculating jury or witness pay.

Questions? Contact your Human Resources representative.