ALINE Check - Negative Result

Wednesday, November 02, 2016
3:29 PM

What we send them is an net amount with no tax taken out (Off Cycles have the tax taken out so this issue doesn't apply to them) so the next paycheck they get has the extra amount of money (for which they take additional tax as it can often increase their bracket) and then the net amount that was previously paid is taken out of their check post tax as a lump sum.

Because of this the check is docked the additional tax without having the additional pay to offset it and it often makes associates feel they've been punished by having a sometimes significantly lesser paycheck. Because of the negative feedback we've received from employees about this process we only use them for Immediate pay state terms where there is no additional check to be negatively impacted.

We will only proceed with this option if the employee is VERY clear on the negative impact this will have on their next regular paycheck.

Canada

Monday, November 07, 2016
10:46 AM

For details on benefit options and eligibility requirements, refer to specific benefit materials and the current Benefit booklet. If there is any conflict between the statements in this Associate Guide and the Benefit Booklet, the Benefit Booklet shall govern in all cases.
Moreover, eligibility to participate and entitlement under any benefit plans or any issue concerning benefits is subject to the specific provisions of the insurance plans, policies or contracts. Any dispute over eligibility or payment of benefits under any such plans, policies or contracts must be adjusted between the associate and the insurer concerned. The Company reserves the right to modify or terminate any benefit plan or policy at any time in its sole discretion.

Medical , Dental and Disability Insurance Benefits
Full-time and regular part-time associates may be eligible to participate in medical, dental and disability insurance group benefit plans offered by the Company after completing 90 days of employment. Casual part-time and temporary associates are not eligible to participate in these group benefits.

Medical and Dental
Medical and dental coverage is mandatory. If Full-Time and regular Part-Time associates are single and do not have coverage with a parent or common-law spouse, they may NOT opt out of coverage if they are eligible. Married or common-law associates may opt out of the medical and dental coverage if they have coverage under their spouse's carrier. The associate would need to provide a letter from their spouse's insurer confirming coverage. NOTE : Any associate who does not sign up for dependent coverage immediately upon hire and wishes to add coverage for a spouse at a later date may apply to do so, however, a six month waiting period from the date the Company is notified of the spousal relationship will apply. A detailed Benefits Booklet that discusses the various plans is available for review by associates.

U.S.

Monday, November 07, 2016
10:47 AM

Full-Time Associates

The Company is committed to providing eligible full-time associates and their eligible dependents with comprehensive and quality benefits programs that best meet their needs. The Company's goal is to keep the associate share of medical premiums as low as possible, while maintaining quality benefits. In fact, it is our priority to ensure that Luxottica's benefits are competitive with the companies with whom we compete for talent. To receive coverage, eligible associates must complete enrollment before the date specified on the associate's benefits website home page at www.LuxotticaBenefits.com. Look for the Enroll Now module and complete enrollment by the date specified. Associates who need to enroll in or change benefits selections due to a Qualified Status Change Event (birth, adoption, marriage, etc.) must complete enrollment with 31 days of the date of the Qualified Status Change Event. Failure to complete or provide all required enrollment information in a timely manner may delay or impair the associate's eligibility for benefits. For full-time Benefit details refer to the Benefits Summary Plan Description, which can be found online under the My Enrollment Resources module on our benefits website at www.LuxotticaBenefits.com, or contact the Luxottica Human Resource Service Center at 1-866-431-8484.

Part-Time and Casual Part-Time Associates

The Company is committed to providing eligible part-time and casual part-time associates and their eligible dependents with comprehensive and quality benefits programs that best meet their needs. To be eligible for timely coverage, enrollment must be completed within 30 days of being hired as a part-time or casual part-time associate, moving from full-time to part-time or casual part-time, or experiencing a Qualified Status Change Event. Failure to complete or provide all required enrollment information in a timely manner may delay or impair the associate's eligibility for benefits. For part-time and casual part-time benefit details refer to the Benefits Summary Plan Description, which can be found online under the My Enrollment Resources module on our benefits website at www.LuxotticaBenefits.com or contact the Luxottica Human Resource Service Center at 1-866-431-8484.

2017 PTO-VAC-SICK Plans Sreadsheet

Monday, January 23, 2017
3:42 PM

2017 PTO-...

2016 PTO-VAC-SICK Plans Spreadsheet

Friday, September 09, 2016
12:08 PM

(Revised 08-16-16)

2016 PTO-...

Canada Vacation Entitlement/Accrual

Wednesday, December 14, 2016
10:41 AM

- All employees are eligible to use vacation leave upon the completion of one year of service, using the first day of employment as the anniversary date.
- Employees must take their vacation within the number of months of it being earned specified by provincial law. This is required for each year thereafter. As such, managers in these provinces are required to ensure employees are scheduled for vacation in this manner.
  These time periods are as follows:

Province	Time within which vacation entitlement must be used from time earned
Alberta, British Columbia, Quebec, Saskatchewan	12 months
Manitoba, Newfoundland/Labrador, Nova Scotia, Ontario	10 months
New Brunswick, Prince Edward Island	4 months

Casual Part-Time and Seasonal Employees

- Casual part-time and seasonal employees will not accrue vacation pay; however, they will receive 4% (6% in Saskatchewan) vacation pay, which will be paid out each pay period.

Full-Time and Regular Part-Time Employees

- No vacation may be taken until the first anniversary of completed service has occurred.
- An employee is entitled to vacation leave after one year of completed service, using the first day of employment (or rehire date) as the anniversary date. (For example, if an employee's first day of employment is April 1, 2014, the employee will be entitled to vacation one year later, April 1, 2015, and each year thereafter.)
- Calculation of vacation pay is based on previous year's earnings. (Refer to the following sections for specifics.)
- Employees are entitled to:
  - A percentage of the previous year's earnings as vacation pay.
  - A specified length of time away as vacation leave.

The following chart outlines the provisions:

Completed Years of Service	Vacation Time Allowed in Current Year	Vacation Pay as a percentage of the previous year's earnings
First Year	0 Weeks	Accruing Only
1 - 2	2 Weeks/80 Hours	4%
3 - 9	3 Weeks/120 Hours	6%
10 - 14	4 Weeks/160 Hours	8%
15+	5 Weeks/200 Hours	10%

NOTE: Saskatchewan employees accrue vacation at 6% during the first two years of employment and three weeks of vacation leave after the first and second years of completed service. After the second year, Saskatchewan employees accrue vacation in accordance with the above chart.

Canada Vacation Pay Calculations/Payment

Wednesday, December 14, 2016
11:11 AM

Vacation pay accrues as a percentage of earnings during an associate's previous year of employment. Each paycheque, an associate earns a percentage of his/her wages as vacation pay. (For example, an associate might earn $1,000 in wages for a bi-weekly pay period. If he/she has worked for the Company less than two years, he/she will earn 4% of the wages as vacation pay to be used for the following years' time off. In this example, $40 is added to his/her accumulated vacation pay).

Each paycheque, vacation pay is calculated as a percentage of the sum total of the following earnings:

- Wages
- Bonuses
- Incentives
- Commissions
- Statutory Holiday Pay
- Overtime Pay
- Vacation Pay (Alberta, British Columbia, Newfoundland/Labrador, Quebec, Saskatchewan only)

Vacation pay is not calculated on the following earnings:

- Vacation Pay (except as noted above)
- Disability benefits
- Sick Pay

Payment of Vacation Pay

At the end of each anniversary year, full-time and regular part-time associates earn a vacation pay amount that is the sum of all accumulated accrued vacation pay from the last anniversary year. The vacation pay per day an associate will receive is determined by dividing the total vacation pay amount by the number of hours that the associate is entitled to in the current year. Vacation pay is paid in minimum increments of one day (eight hours).

Example:
An associate who accumulates $1,200 of vacation pay and is entitled to two weeks (80 hours) vacation leave will receive $15/ hour or $120 for each 8-hour day of vacation he/she takes ($1,200 / 80 hours = $15/hour x 8 hours = $120/ day).

Sick

Wednesday, December 21, 2016
2:05 PM

- Based on calendar year
- Paid at regular rate of pay

Determine Employee Entitlement

- Review in ADP IT 1 - Org Assignment in ADP (Mountain)
- Look at EE Group

Values	Status	Entitlement
1	Full Time	40 hours
P	Part Time	24 hours
C	Casual	0 hours
S	Seasonal	0 hours

- If there was a change in status, Kronos should reflect the following:

From	To	Sick Hours Impact
1	P	Reduce by 16 if available in balance
1	C or S	Zero out balance
P	1	Add 16 to earned/balance
P	C or S	Zero out balance
C or S	1	Add 40 to earned/balance
C or S	P	Add 24 to earned/balance

If Kronos balance is not correct, work with the Kronos team or other instructions to correct the balance.

Review Sick balance information

- Go to Kronos
- Access the specific employee's current pay period timecard
- Click on Accruals tab
- The Accrual Available balance for Sick is what the employee has remaining for the calendar year.
    - NOTE: Do not quote the Vacation balance to the employee. Reference the VAC page to access the Vacation balance instructions.

If you need to confirm the hours the employee was paid for and the dates, go to Review Sick time paid for instructions.

Kronos detail review:

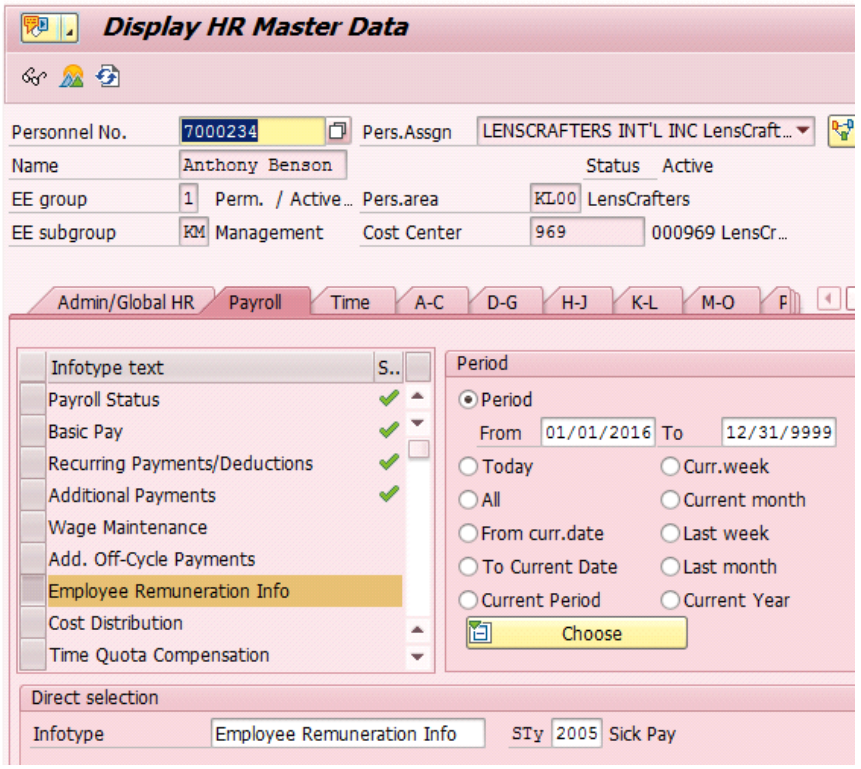
- Run an Accrual Detail report.
    - Instructions on CAN Vacation Kronos Data tab.
    - NOTE: Date range would be based on calendar year.

Review Sick Time Paid

Wednesday, December 21, 2016
2:35 PM

ADP

- PA20 - Display HR Master Data
- Access the specific employee
- Payroll Tab
  - In Period box:
    - From = 01/01/YYYY (current year)
    - To = 12/31/9999 (should be default)
- Employee Remuneration Info (IT 2010)
  - WT 2005 Sick Pay
- Click Mountain
  - If you get the following message, there was no vacation taken during the specified time period.
    - No data stored for Employee Remuneration Info in the selected period



Screen will look similar to this:

Overview Employee Remuneration Info (2010)

Choose

Pers. No.	7000234	Pers.Assgn	LENSCRAFTERS INT'L INC LensCra...
Personnel No	7000234	Name	Anthony Benson
EE group	1 Perm. / Active - ...	Personnel ar	KL00 LensCrafters
EE subgroup	KM Management		
Choose	01/01/2016 To 12/31/9999	STy.	2005

Employee Remuneration Info

Date	W...	Text	Hours	Number	Unit	C	Amount	E
10/25/2016	2005	SICK PAY	0.00	8.00	Hours		0.00	
10/05/2016	2005	SICK PAY	0.00	8.00	Hours		0.00	
07/27/2016	2005	SICK PAY	0.00	4.00	Hours		0.00	
07/21/2016	2005	SICK PAY	0.00	4.00	Hours		0.00	
01/16/2016	2005	SICK PAY	0.00	8.00	Hours		0.00	

Screen displays dates and number of hours paid. (This employee has been paid for 32 sick hours.)

If the employee claims there is Sick time missing, review the pay period dates on the timecard in Kronos to ensure the date was coded as CAN Sick. If the date on the Kronos timecard is not coded or is reflecting something other than CAN Sick as the pay code, perform a historical edit in Kronos, include the edit in the totals and it should be paid on the next regular payroll processing check date.

Holiday

Wednesday, December 21, 2016
2:42 PM

Holidays aka Statutory Holidays
All eligible employees will be entitled to the paid statutory/public holidays recognized by the province in which they are employed.
Similar to Sick time in Kronos, review Holiday based on a calendar year.
Holidays are valid to use two weeks prior to two weeks after the actual holiday and will expire if not used.

Policy Recap

- Employee worked on the Holiday
  - Entitled to time and 1/2 for hours worked on that day AND another paid day off from two weeks prior to two weeks after the actual holiday date.
- Employee did NOT work on the Holiday
  - Entitled to one of the following based on their status:
    - FT: 8 hours
    - PT: 6 hours
    - C or S: 4 hours
  - These hours are paid at a calculated rate based on prior period pay. (Manually calculated by HR Ops.)

Kronos Coding

- Employee worked on the Holiday
  - Kronos should reflect the punch in and out times on that holiday date. ADP will pay those hours at time and 1/2.
- Employee did NOT work the Holiday OR additional paid day off two weeks prior/after the holiday date because they worked on the holiday
  - Kronos should reflect pay code CAN Holiday for the number of hours based on their status:
    - FT: 8 hours
    - PT: 6 hours
    - C or S: 4 hours
- NOTE: If the hours to be entered are not available in the Kronos Banked Holiday balance, work with the Kronos team to have them updated or perform the update yourself.

Kronos Detail Review

- Run an Accrual Detail report
  - Instructions on CAN Vac Kronos Data page.
  - Date range would generally be based on calendar year.
  - NOTE: If the date on the Kronos timecard is not coded or is reflecting something other than CAN Holiday as the pay code, perform an historical edit in Kronos, include the edit in the totals and it should be paid on the next regular payroll processing check date.

NOTE: Statutory Holiday Manual Process

HR Ops performs a manual process each pay period to review the ADP pay calculations vs. Province requirements for Stat Holiday pay. This started in pay period 13 (check date 06/24/16). There is a plan to go back to the first pay period of 2016 and evaluate ADP payments vs. Province requirements and provide any additional pay due. It will be executed as soon as possible. The manual process compares stat holiday hours submitted times the employee regular rate of pay to the employee province regulatory requirements for Stat Holiday. The amount that is higher is paid to the employee. In some cases you will see that the hours in Kronos are different from the hours paid on the ADP pay slip.

CAN Vac Calc Overview

Wednesday, December 21, 2016
2:59 PM

- Based on anniversary year
- Hours data is in Kronos
- Pay data is in ADP.

Calculation Information
Canadian employee's vacation hours and pay are granted based on their anniversary year. There are three SEPARATE elements to their vacation tracking: hours, pay and vacation rate.

1. They are granted a set number of vacation hours based on their years of service. They are not allowed to go negative and there is no carry over because they are paid out any remaining dollars in the pay period that includes their anniversary.
2. They are provided a 'bank' of dollars that is a calculation done on a percentage (based on years of service) of their prior anniversary year earnings. That percentage of prior year earnings is their 'bank' of vacation dollars.
3. When the employee takes vacation time, they are to be paid the hours at their vacation rate of pay which is calculated by taking their vacation total dollars (earned in the prior anniversary year) and dividing it by the vacation hours granted.

The following charts provide detail regarding the hours and percentage based on years of service and province:

All Provinces except Saskatchewan

Completed Years of Service	Vacation Time Allowed in Current Year	Vacation Pay as a percentage of the previous year's earnings
First Year	0 Weeks	Accruing only
Years 1 - 2	2 Weeks/80 Hours	4%
Years 3 - 9	3 Weeks/120 Hours	6%
Years 10 - 14	4 Weeks/160 Hours	8%
Years 15+	5 Weeks/200 Hours	10%

Saskatchewan Only

Completed Years of Service	Vacation Time Allowed in Current Year	Vacation Pay as a percentage of the previous year's earnings
First Year	0 Weeks	Accruing only
Years 1 - 9	3 Weeks/120 Hours	6%
Years 10 - 14	4 Weeks/160 Hours	8%
Years 15+	5 Weeks/200 Hours	10%

Example:

Jane earned $30,000.00 in her prior anniversary year and has been with the company for 2 years. She is granted 80 vacation hours on her anniversary.

VAC Hours = 80
VAC dollars = $30,000 X 4% = $1,200.00
VAC Rate = $1200 / 80 = $15.00

When Jane takes 8 vacation hours in a pay period, she is paid $120 (8 hours X $15.00 Vac Rate) and her 'bank' is reduced by $120.

At the end of her anniversary year, if she has dollars remaining in her 'bank', she will be paid out those dollars in the pay period that includes her anniversary date.

Additional Important Notes:

Casual and Seasonal employees are paid the accrued vacation dollars every pay period. There is no annual vacation payout for them.

If an employee **changes status** from Casual or Seasonal ***TO*** Full-time or Part-time several things happen:
- Their anniversary date changes to the effective date of the change.
- They retain their years of service for accrual percentage and hours entitlement.
- They are not eligible for paid vacation time until their next NEW anniversary. This is because as a Casual/Seasonal employee, they have been paid all accrued vacation dollars every pay period.

If an employee **changes status** from Full-time or Part-time ***TO*** Casual or Seasonal several things happen:
- All accrued and unused vacation dollars are paid out.
- There is no change to their anniversary date or years of service.
- They are no longer eligible for paid vacation time because they are paid accrued vacation dollars every pay period.

Termination Vacation Payout is an automated process in the payroll system (ADP). There is no need to do anything except ensure the termination is

entered into HR Central Self Service or through the store's POS.

CAN Vac Kronos Data

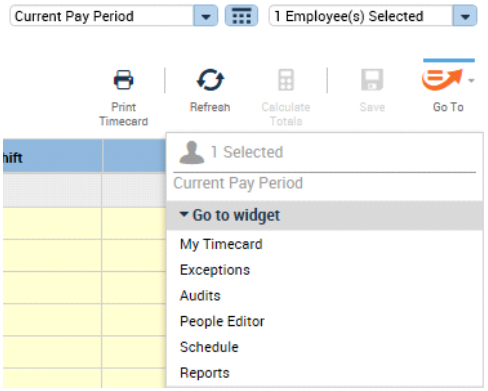
Wednesday, December 21, 2016
3:49 PM

Kronos stores and manages ONLY the HOURS part of the CAN Vac data. For Vac Anniversary date, Pay rate and balances paid, refer to the CAN Vac ADP Data page.

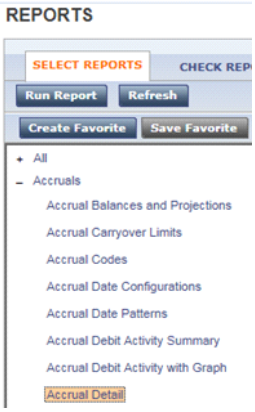
You will need to get the employee's anniversary date before starting this review. Reference CAN Vac ADP Data tab.

Kronos

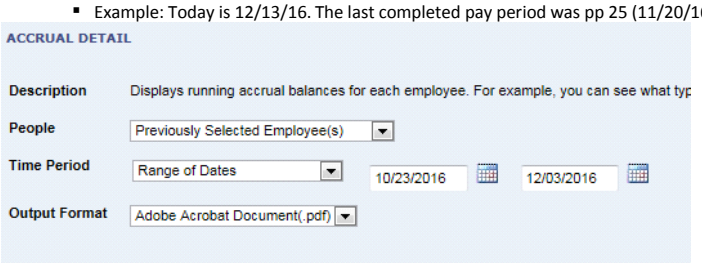
- Access the specific employee's current pay period timecard
- Go To
- Reports



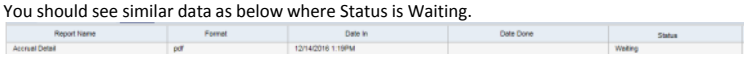
- On the left side of the screen, click on Accruals and then Accrual Detail.



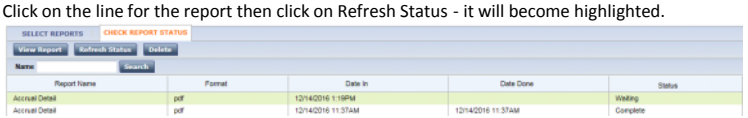
- After clicking Accrual Detail, the right side of the screen allows you to enter a Time Period for the report.
- From the drop down list, choose Range of Dates.
  - First date: enter the pay period start date of the pay period AFTER the one the employee's anniversary falls in.
    - Example: Employee's anniversary date is 10/11/2011. In 2016, that date falls into pay period 22 (10/9/16 - 10/22/16). So, in the first date box, you would enter 10/23/16 which is the pay period start date of the pay period AFTER the one the employee's anniversary falls into.
  - Second date: enter the pay period end date of the last completed payroll
    - Example: Today is 12/13/16. The last completed pay period was pp 25 (11/20/16 - 12/3/16 with check date 12/9/16). So, in the second date box, you would enter 12/3/16.



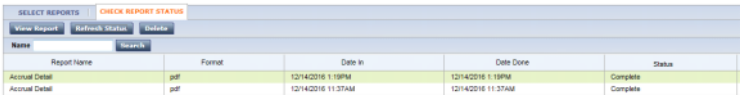
- Once the range of dates is set, click Run Report.
- You should see similar data as below where Status is Waiting.



- Click on the line for the report then click on Refresh Status - it will become highlighted.

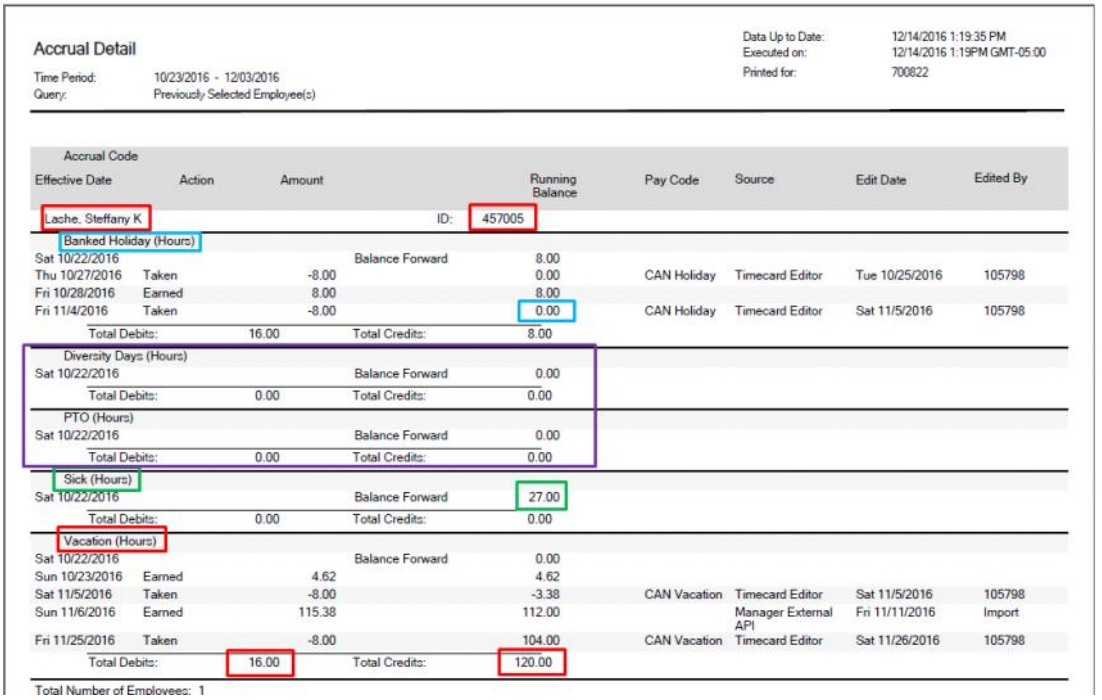


- Once the report is done being created, the Status will change to Complete.



- Once complete, click on View Report.

- Another tab will open up with the .pdf file on it and will look similar to this:
  - There are multiple pages but the sequence of data should be the same.



Accrual Detail

Time Period: 10/23/2016 - 12/03/2016
Query: Previously Selected Employee(s)

Data Up to Date: 12/14/2016 1:19:35 PM
Executed on: 12/14/2016 1:19PM GMT-05:00
Printed for: 700822

Accrual Code Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
Lache, Steffany K			ID:	457005				
Banked Holiday (Hours)								
Sat 10/22/2016			Balance Forward	8.00				
Thu 10/27/2016	Taken	-8.00		0.00	CAN Holiday	Timecard Editor	Tue 10/25/2016	105798
Fri 10/28/2016	Earned	8.00		8.00				
Fri 11/4/2016	Taken	-8.00		0.00	CAN Holiday	Timecard Editor	Sat 11/5/2016	105798
Total Debits:		16.00	Total Credits:	8.00				
Diversity Days (Hours)								
Sat 10/22/2016			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
PTO (Hours)								
Sat 10/22/2016			Balance Forward	0.00				
Total Debits:		0.00	Total Credits:	0.00				
Sick (Hours)								
Sat 10/22/2016			Balance Forward	27.00				
Total Debits:		0.00	Total Credits:	0.00				
Vacation (Hours)								
Sat 10/22/2016			Balance Forward	0.00				
Sun 10/23/2016	Earned	4.62		4.62				
Sat 11/5/2016	Taken	-8.00		-3.38	CAN Vacation	Timecard Editor	Sat 11/5/2016	105798
Sun 11/6/2016	Earned	115.38		112.00		Manager External API	Fri 11/11/2016	Import
Fri 11/25/2016	Taken	-8.00		104.00	CAN Vacation	Timecard Editor	Sat 11/26/2016	105798
Total Debits:		16.00	Total Credits:	120.00				

Total Number of Employees: 1

NOTE: Do not get caught up in the math Kronos is doing. Remember you are only looking at partial data based on the employee's anniversary date. Focus on Total Debits and Credits as noted.

Banked Holiday
AKA Holiday/Statutory Holiday
Amount above Total Credit is balance available

Canadian employees do not have Diversity Days or PTO Data

Sick
Amount above Total Credit is balance available

Vacation

120 Hours	Total Credits	Anniversary Year Beginning Balance
16 Hours	Total Debits	Anniversary Year Hours Taken
120 - 16 = 104 Hours Balance Remains	Balance	Difference between Credits and Debits

If the employee claims there is VAC time missing, review the pay period dates on the timecard in Kronos to ensure the date was coded as CAN Vacation. If the date on the Kronos timecard is not coded or is reflecting something other than CAN Vacation as the pay code, perform an historical edit in Kronos, include the edit in the totals and it should be paid on the next regular payroll processing check date.

CAN Vac ADP Data

Wednesday, December 21, 2016
5:52 PM

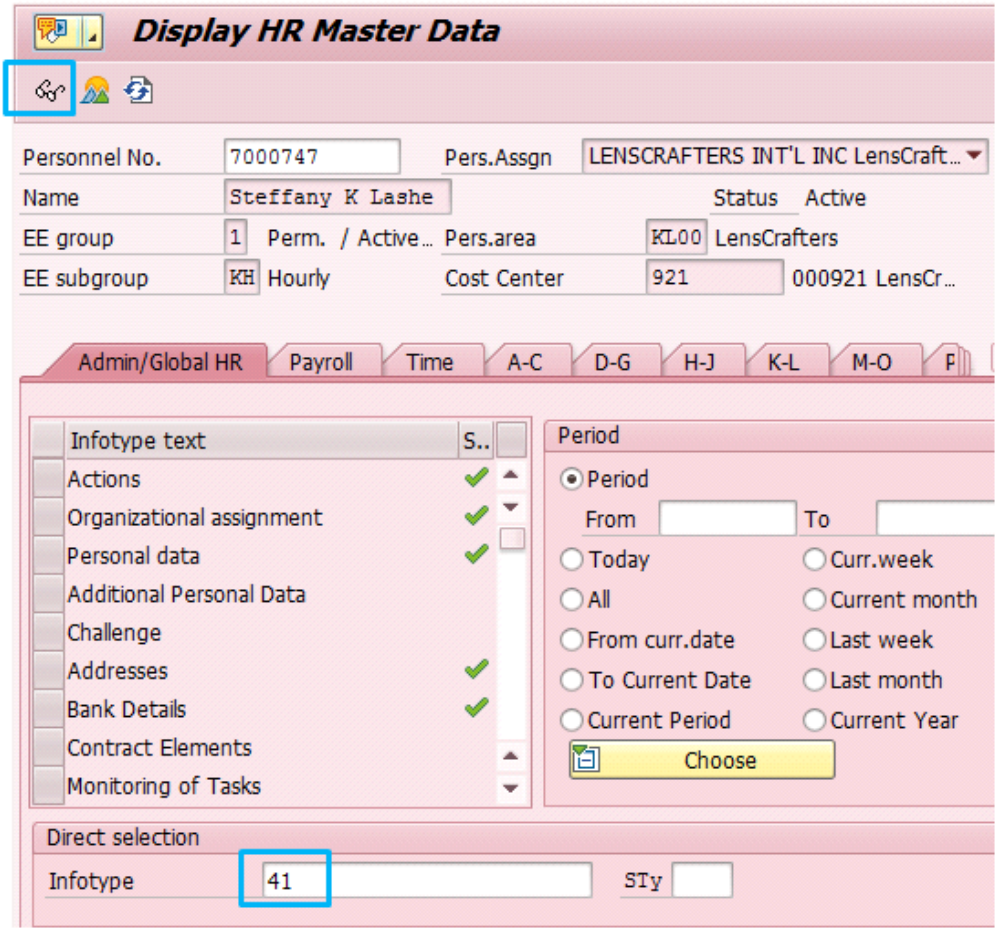
Anniversary Date

Wednesday, December 21, 2016
4:52 PM

ADP store and manages ONLY the pay part of the CAN Vac data. (For Vac hours data, refer to the CAN Vac Kronos Data page.

In ADP

- PA20 - Display HR Master Data
- Access the specific employee
- In Direct Selection Infotype box, enter '41'
- Click on the glasses icon



A screen similar to this will come up:

The Date type of K3 provides the Canadian employee anniversary date. The month and the date are the anniversary. The year in this date is maintained for proper calculation of accrual percentage and hours entitlement that are based on the years of service.

NOTE: You may need to review IT 1 - Organizational Assignment for a status change that may have affected the anniversary date. Reference CAN Vac Calc Overview Important Notes.

Pay Rate and Beginning Anniversary Accrued Dollars

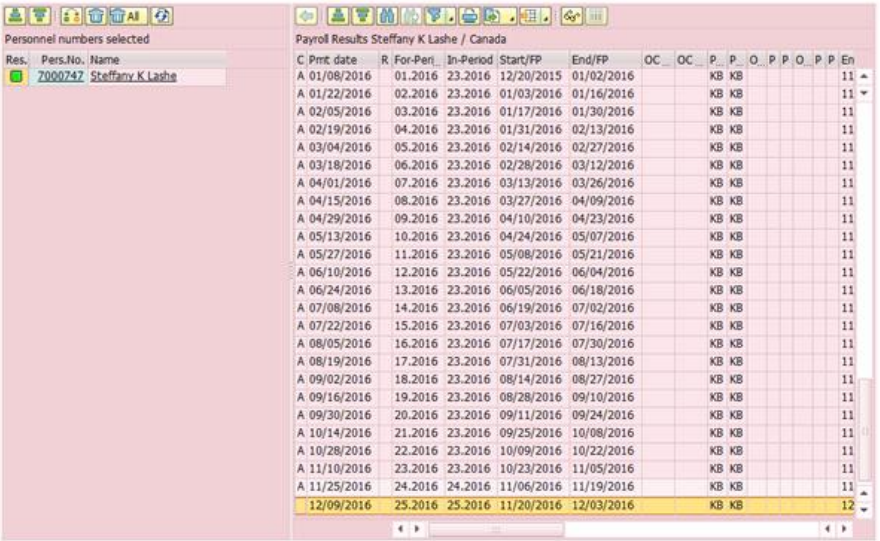
Wednesday, December 21, 2016
5:52 PM

DO NOT USE! INACCURATE INFORMATION! WILL UPDATE ASAP.

ADP store and manages ONLY the pay part of the CAN Vac data. (For Vac hours data, refer to the CAN Vac Kronos Data page.

In ADP

- PC_PAYRESULT - Display Payroll Results
- Access the specific employee (ID in Personnel Number field)
- Leave 'all results from' field blank
- Enter
    - Screen will look similar to this:



Personnel numbers selected

Res.	Pers.No.	Name
	7000747	Steffany K Lashe

Payroll Results Steffany K Lashe / Canada

C	Pmt date	R	For-Peri_	In-Period	Start/FP	End/FP	OC_	OC_	P_	P_	O_	P	P	O_	P	P	En
A	01/08/2016		01.2016	23.2016	12/20/2015	01/02/2016			KB	KB							11
A	01/22/2016		02.2016	23.2016	01/03/2016	01/16/2016			KB	KB							11
A	02/05/2016		03.2016	23.2016	01/17/2016	01/30/2016			KB	KB							11
A	02/19/2016		04.2016	23.2016	01/31/2016	02/13/2016			KB	KB							11
A	03/04/2016		05.2016	23.2016	02/14/2016	02/27/2016			KB	KB							11
A	03/18/2016		06.2016	23.2016	02/28/2016	03/12/2016			KB	KB							11
A	04/01/2016		07.2016	23.2016	03/13/2016	03/26/2016			KB	KB							11
A	04/15/2016		08.2016	23.2016	03/27/2016	04/09/2016			KB	KB							11
A	04/29/2016		09.2016	23.2016	04/10/2016	04/23/2016			KB	KB							11
A	05/13/2016		10.2016	23.2016	04/24/2016	05/07/2016			KB	KB							11
A	05/27/2016		11.2016	23.2016	05/08/2016	05/21/2016			KB	KB							11
A	06/10/2016		12.2016	23.2016	05/22/2016	06/04/2016			KB	KB							11
A	06/24/2016		13.2016	23.2016	06/05/2016	06/18/2016			KB	KB							11
A	07/08/2016		14.2016	23.2016	06/19/2016	07/02/2016			KB	KB							11
A	07/22/2016		15.2016	23.2016	07/03/2016	07/16/2016			KB	KB							11
A	08/05/2016		16.2016	23.2016	07/17/2016	07/30/2016			KB	KB							11
A	08/19/2016		17.2016	23.2016	07/31/2016	08/13/2016			KB	KB							11
A	09/02/2016		18.2016	23.2016	08/14/2016	08/27/2016			KB	KB							11
A	09/16/2016		19.2016	23.2016	08/28/2016	09/10/2016			KB	KB							11
A	09/30/2016		20.2016	23.2016	09/11/2016	09/24/2016			KB	KB							11
A	10/14/2016		21.2016	23.2016	09/25/2016	10/08/2016			KB	KB							11
A	10/28/2016		22.2016	23.2016	10/09/2016	10/22/2016			KB	KB							11
A	11/10/2016		23.2016	23.2016	10/23/2016	11/05/2016			KB	KB							11
A	11/25/2016		24.2016	24.2016	11/06/2016	11/19/2016			KB	KB							11
	12/09/2016		25.2016	25.2016	11/20/2016	12/03/2016			KB	KB							12

- Double click on the last check date processed.
- Double click on CRT Cumulative Results Table.

Steffany K Lashe / Seq.nr. 00182 (11/20/2016 - 12/03/2016)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	45
RT_	Results Table (Collapsed Display)	45
CRT	Cumulative Results Table	378
BT	Payment Information	1
C1	Cost Assignment from Different Infotypes	2
V0	Variable Assignment	1
PCALAC	Status info. for subsequent programs	1
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX1	Master Data for Tax Calculation (Infotypes 0461-0463)	1
TAX2	Exempt Reasons for Tax Calculation (Infotype 0464)	6
TCRT	Federal and Provincial Cumulative Results Table	36
TCRTI	Federal and Provincial Tax Authorities	1
ROE	Record of Employment (ROE) Information	25
VC1	Vacation Pay Accrual and Balancing	1
NAME	Name of Employee	1
ADR	Address	1
PERM	Personal Characteristics	1
MODIF	Modifiers	1
WCB1	Cluster table for Workers' compensation	1

- Screen will look similar to this:

Tables / field strings of payroll result

Payroll Results

Personnel No.	7000747 Steffany K Lashe - Canada
Seq. number	00182 - accounted on 12/06/2016 - current result
For-Period	25.2016 (11/20/2016 - 12/03/2016)
In-Period	25.2016 (Fin.: 12/03/2016)

Table CRT - Cumulative Results Table

CumYr	CI	CT	Wage Ty.	Wage Type Text	Number	Amount	Curr.	Start	End
9999	01	U	4209	Vacation liability	0.00	3,061.25	CAD	01/01/1800	12/31/9999
9999	01	U	4305	Memo Vacation taken	0.00	2,448.16	CAD	01/01/1800	12/31/9999
9999	01	U	4308	Vacation balance load	0.00	3,338.72	CAD	01/01/1800	12/31/9999
9999	01	U	4310	Vac Pay Rate	0.00	27.82	CAD	01/01/1800	12/31/9999
9999	01	U	4311	Vac Liab (2015 accrual)	0.00	534.58	CAD	01/01/1800	12/31/9999
9999	01	U	4315	Vacation accrual(WT4209)	0.00	3,061.25	CAD	01/01/1800	12/31/9999
2016	01	K	/101	Total gross	0.00	52,600.93	CAD	01/01/2016	12/31/2016
2016	01	Y	/101	Total gross	0.00	52,600.93	CAD	01/01/2016	12/31/2016
2016	01	K	/102	Regular taxable income	0.00	51,607.81	CAD	01/01/2016	12/31/2016
2016	01	Y	/102	Regular taxable income	0.00	51,607.81	CAD	01/01/2016	12/31/2016
2016	01	K	/103	Non-per. taxable payments	0.00	1,113.12	CAD	01/01/2016	12/31/2016
2016	01	Y	/103	Non-per. taxable payments	0.00	1,113.12	CAD	01/01/2016	12/31/2016
2016	01	K	/110	Net payments/deductions	0.00	785.25-	CAD	01/01/2016	12/31/2016
2016	01	Y	/110	Net payments/deductions	0.00	785.25-	CAD	01/01/2016	12/31/2016

This screen is displaying cumulative information for the different vacation wage types. The ONLY two wage types that are important on this screen for Vacation are:

Wage Type 4308 - Vacation Balance Load - this is the total accrued vacation dollars for use in the employee's current anniversary year.
Wage Type 4310 - Vac Pay Rate - this is the rate of pay to be used when the employee submits vacation time taken (WT 2019) via Kronos.

Anniversary Accrued Dollars Remaining

Wednesday, December 21, 2016
6:01 PM

- Follow the instructions to get the employee's anniversary date.
- Determine the first day of the pay period following the pay period the employee's anniversary fell in.
- Follow instructions to get CAN Vac Pay Rate and Beginning Anniversary Accrued Dollars.

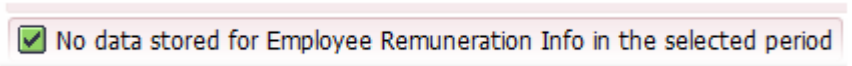
Anniversary Date	10/11/2011	
First day of Next PP	10/23/2016	
Beg Anniv $	$3,338.72	
Vac Pay Rate	$27.82	
Vac HRS Paid in Anniv	16	Hours in WT 2019 Vac Taken
Vac dollars paid in Anniv	$445.12	Pay rate times hours in WT 2019
Remaining Anniv $	$2,893.60	Beg anniv $ minus Vac dollars paid in Anniv.

To use the calculator imbedded in the table above, open the following:

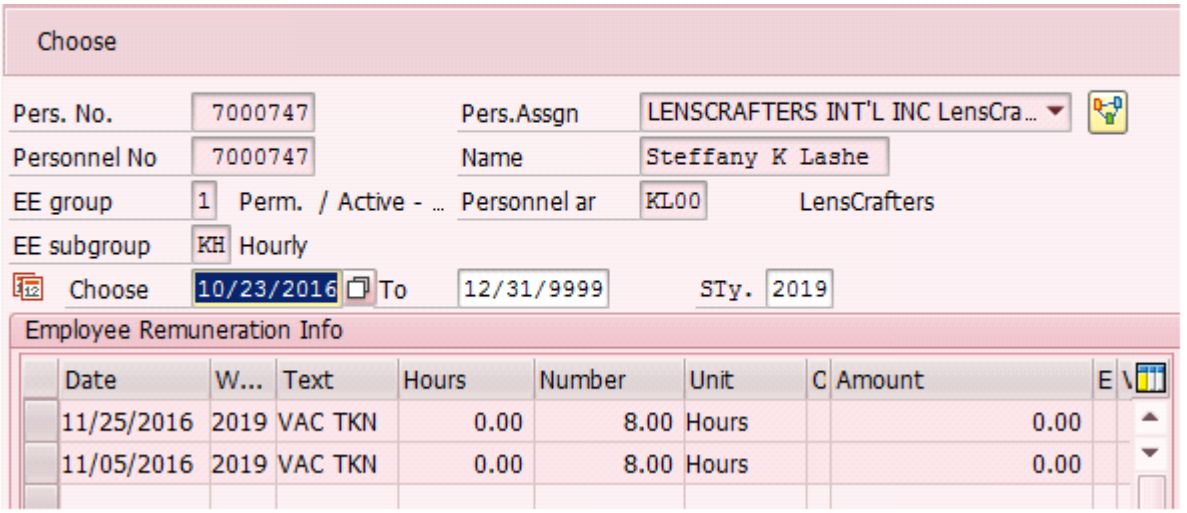
Anniversar...

Transaction PA20 - Display HR Master Data

- Access the specific employee
- Payroll tab
- Highlight Employee Remuneration Info
- In Period box:
  - From = enter First day of next pay period after anniversary
  - To = 12/31/9999 (should be default)
- Click Mountains
  - If you get the following message, there was no vacation taken during this time period



  - Otherwise the screen will look like this:



- This employee has taken 16 hours in their current anniversary year.
- You should now be able to complete the request for the remaining Anniversary year vacation dollars.

Canada Holiday Guidelines and Calculations

Friday, September 02, 2016
11:52 AM

Canada Statutory Holidays

- Kronos coding for Statutory Holidays is based on whether the associate worked on the holiday date or not. Please review Kronos for accurate coding
    - If the EE worked on the holiday date, Kronos should reflect the punch in and out times on that date. ADP will pay those hours at time and one half.
    - If the EE worked on the holiday date, they are entitled to take another paid day off two weeks before or two weeks after the actual holiday date. When entering the other entitled paid day off, the manager should be using Kronos code CAN Holiday with ONE of the following: 8 hours for FT, 6 hours for PT or 4 hours for Casual/seasonal status.
    - If the EE does not work on the holiday date, the manager should be entering CAN Holiday on that holiday date with ONE of the following: 8 hours for FT, 6 hours for PT or 4 hours for Casual/seasonal status.
    - If the manager has used the wrong code in Kronos, perform a historical edit to correct the coding and the associate will be paid on the next regular Canada payroll cycle.
    - Please do not send Stat holiday entry issue tickets to Cindi Rogers. These need to be discussed with the Kronos team.
- Statutory Holiday pay
    - Cindi Rogers performs a manual process each pay period to review the ADP pay calculations vs. Province requirements for Stat Holiday pay. This started in pay period 13, check date 06/24/2016.
    - There is a plan to go back to the first pay period of 2016 and evaluate ADP payments vs. Province requirements and provide any additional pay due. It will be executed as soon as possible.
    - The manual process compares stat holiday hours submitted times the EE regular rate of pay to the EE province regulatory requirements for Stat Holiday. The amount that is higher is paid to the EE. In some cases you will see that the hours in Kronos are different from the hours paid on the ADP pay slip.

Cindi Rogers 08/11/16

Canada Vacation Guidelines and Calculations

Wednesday, October 26, 2016
7:48 AM

Canada Vacation

- Kronos coding for Canada Vacation is CAN Vacation. Please review Kronos for accurate coding based on what the EE is saying. If a wrong code was entered, perform a historical edit to correct the pay code and the associate will be paid on the next regular Canada payroll cycle.
- Cindi Rogers performs a manual process to analyze Canada Vacation Pay entries every pay period. This started in pay period 13, check date 06/24/2016. As a result, the incidence of vacation pay errors is going down.
- Please review and familiarize yourself with the Overview of Canadian Vacation Guidelines and calculations documents below.

Canadian employees' vacation hours and pay are granted based on their anniversary year. There are THREE SEPARATE elements to their vacation tracking: hours, pay and vacation rate.

1. They are granted a set number of vacation hours based on their years of service. They are not allowed to go negative and there is no carry over because they are paid out any remaining dollars in the pay period that includes their anniversary.
2. They are provided a 'bank' of dollars that is a calculation done on a percentage (based on years of service) of their prior anniversary year earnings. That percentage of prior year earnings is their 'bank' of vacation dollars.
3. When they take vacation time, they are to be paid the hours at their vacation rate of pay which is calculated by taking their vacation total dollars (earned in the prior anniversary year) and dividing it by the vacation hours granted. This Vacation rate has nothing to do with their regular hourly rate of pay.

Example: Jane earned $30,000.00 in her prior anniversary year and has been with the company for 2 years. She is granted 80 vacation hours on her anniversary.

VAC hours = 80
VAC dollars = $30,000.00 X 4% = $1,200.00
VAC rate = $1200.00 / 80 = $15.00

When Jane takes 8 vacation hours in a pay period, she is paid $120.00 (8 hours X $15.00 Vacation rate) and her 'bank' is reduced by $120.00.

If at the end of her anniversary year, she has dollars remaining in her 'bank', she will be paid out those dollars in the pay period that includes her anniversary date.

The following chart provides detail regarding the hours and percentage based on years of service and province:

All Provinces Except Saskatchewan

Completed Years of Service	Vacation Time Allowed in Current Year	Vacation Pay as a % of the Previous Year's Earnings
First Year	0 weeks	Accruing Only
Years 1 -2	2 weeks/80 hours	4%
Years 3 - 9	3 weeks/120 hours	6%

Years 10 - 14	4 weeks/160 hours	8%
Years 15+	5 weeks/200 hours	10%

Saskatchewan Only

Completed Years of Service	Vacation Time Allowed in Current Year	Vacation Pay as a % of the Previous Year's Earnings
First Year	0 weeks	Accruing Only
Years 1 - 2	3 weeks/120 hours	6%
Years 3 - 9	3 weeks/120 hours	6%
Years 10 - 14	4 weeks/ 160 hours	8%
Years 15+	5 weeks/200 hours	10%

Pay Codes for Canada (in Kronos)

Wednesday, February 08, 2017
8:27 AM

Statutory Holiday (not worked) = CAN Holiday
Statutory Holiday (worked) = punch in and out times should be entered for the Holiday date
Vacation = CAN Vacation
Sick = CAN Sick

Concur

Thursday, December 29, 2016
12:39 PM

Welcome to Concur Expense Reimbursement.

Concur Expense Reimbursement offers a user-friendly interface and experience, the ability to complete reimbursements through a convenient mobile app, direct deposit, and paperless options for submitting your receipts. For corporate card holders, transactions will pre-populate into the tool.

Below are the instructions to complete your User Profile and download the mobile app. A Quick Reference Guide is attached to help you learn the system and process expense reports.

Important: All reimbursements will be issued via direct deposit to a bank account of your choice. Paper checks will not be issued. To set up direct deposit and complete your User Profile, you must have your banking information (e.g. checking/savings account and bank routing numbers). Failure to add your banking information will prevent payment. Please obtain this information **before** you get started.

Best business practice is not submitting more than two expense reports per month. Please combine weekly expenses into one report; submitting multiple reimbursements per week will result in your reports being returned to be combined into one. More frequent usage increases the cost of the program to the business as a fee is charged for every expense report submitted. Expense reimbursements approved by Monday at 3:00 pm EST will have funds direct deposited on Friday of the same week.

FIRST TIME LOG-IN TO COMPLETE YOUR USER PROFILE

The following steps MUST be taken to complete your Profile in Concur and to begin using the system:

- Log in to Concur at **www.concursolutions.com** using the User Name and Password instructions below.
- Add the Concur URL above to your Bookmarks.
- **User Name:**
  - Your User Name will always be your Lux ID followed by @luxottica.com. (e.g. 123456 @luxottica.com). You cannot change your User Name and the system **will not accept** any other User Name configurations or domain names such as @luxotticaretail.com.
- **Password:**
  - Use **Today01#**. The password is case sensitive. You will need to go into your profile to change your temporary password.
- **Set up banking details:**
  - Select the **Profile** tab, then **Bank Information** under **Expense Settings**.
  - Banking information, even if you previously provided this in the GERS system, must be added/re-entered so reimbursements can be made via direct deposit. Failure to add banking will prevent payment.
- Once your Profile has been set, you can use the attached Quick Reference Guide to explore the system.

MOBILE APP:

Concur

The mobile app is available for Blackberry, Android, iPhone and iPad.
http://www.concurtraining.com/customers/concur/mobile

Questions & Support:

Email: webte@luxotticaretail.com

U.S. LRNA ...

LRNA LNA...

1099 Issues

Thursday, February 16, 2017
8:15 AM

Email to Tammy Killensworth - tkillens@luxotticaretail.com

Benefits and Compliance

Friday, September 09, 2016
12:19 PM

I9	hropsi9@luxotticaretail.com	513-765-6675
Benefits Specialists	Jen Traylor Benita Rogers	866-503-7781

Client Issues

Monday, November 21, 2016
3:20 PM

513-765-2529

Compensation

Friday, September 09, 2016
12:18 PM

Bonus/Spiffs/Job Description	Becky Douglas	56694
Job Descriptions/Bands	Kim Caldwell	53527
General comp questions	Jeff Taylor	53360
Travel & Expense (T&E)	n/a	webte@luxotticaretail.com

Internal HR Fax and Transfer Numbers

Monday, October 17, 2016
11:59 AM

Fax number: 513-492-6967

Client Transfer Number: 75931

Interpreter Instructions

Monday, July 06, 2015
3:49 PM

- Dial 888-338-5514
- When the operator answers, tell them:
    - Your customer code is: TPLUX
    - Your phone extension (i.e., 54478)
    - The language you need interpreted
- The operator will connect you with an interpreter

Legal Department

Friday, September 09, 2016
4:30 PM

General Legal questions/EEO	Michael Stowell	56368
Patient Records	Amy Lumpkin	56326
Associate Info	Sara Ambach	53283 Fax: 513-492-3286
Document & File Requests	n/a	employmentrecordsreq@lux
Customer Injuries	Sandra San Martin	56347
Customer Subpoenas	Amy Scholl	54483
Records Retention	Jason Groppe	54319 Fax: 513-492-4320

Level 2 Escalations

Thursday, September 15, 2016
11:21 AM

Assign incident by brand to the HR Operations L2 queue

LensCrafters	Adriane Ruzak
Sunglass Hut **Luxury**	Rachel Matthews
Sears **Target** **Pearle** **RxO (Labs)**	Sandy Larkin
CSC **Wholesale** **Expat/Inpat Lux Holdings**	Denise Morris
Oakley	Angel Tseng
Mass sup assignment **Mass pay rate changes**	Cindi Rogers Dino Riccardi

Assign by brand for the following issues:

- Term in error
- Manager cannot transfer
- Add position
- Direct reporting issues

Additional issues to assign to the L2 queue:

Tax Withholding (All Brands) **Overpayments & 2016 T4**	Donna Hood
US Direct Deposit bank rejects	Donna Reiber
New Hire/Rehire	Lakeisha Wilson
Associate in SAP but not Kronos	Lux Retail > Retail Applications > Kronos
US PTO Balances (NOT OAKLEY)	Linda Schewe
US PTO Balances for Oakley	Angel Tseng
Canada Vacation	Brand Contact
W2/T4 Requests (Inactive Employees)	Sheri Keller
Pre Conversion Oakley W2 requests	Payroll@Oakley.com
SGH Kronos Inbox	sghtempo@luxotticaretail.com

Miscellaneous Numbers

Friday, September 09, 2016
2:10 PM

ABAM (PT Benefits)	800-453-8532
Acknowledgement Forms Fax	866-212-3663
ADP	844-206-8401
Aetna	800-872-3862
Aetna Disability	866-277-8113800
American Arbitration Association	212-484-4000
Anthem	866-251-1701
AON (Canadian Insurance)	866-982-6428
Aon Hewitt (direct benefits #)	866-503-7781
Benefits Hub (Marketplace discounts)	866-664-4621
Central Purchasing (Store Supplies)	877-765-5252
Canadian Retirement (Penmore)	866-229-2212
Credit Union (Members Trust)	56075
Customer Relations (internal transfer)	52031
Customer Relations	877-486-6486
Ethics and Compliance Hotline	888-887-3348
EyeGrow	52256
Employee Assistance Program (EAP)	800-865-1044
Ethics and Compliance Hotline	888-887-3348
EyeMed	54054
EyeMed Enrollment	800-521-3605
Fidelity	800-742-4018
Front Desk (CSC Asset Protection)	56800
HR Solutions Group (Associate Relations)	866-431-8484 (opt. 4)
Hewitt (resource.hewitt.com/luxottica)	75664
Lexis Nexus Drug Testing Results	800-939-4782
LSC Cost Center	110177
Lux EyeCare Shared Services	800-215-2020
Luxottica Service Center	866-589-9272
SGH Luxottica ID	800-767-0990 (opt. 3)
Manulife (Medical/Dental)	800-268-6195
Manulife (Retirement)	888-727-7766
Motivano (supplemental benefits)	866-664-4621
NSG (Network Services Group)	52222
Sedgwick	855-857-0360

Store Maintenance	53500
Sunglass Hut Hotline	52255
Support Center	75023
Support Center - Stores	866-406-5499
Talent Luxottica (talentluxottica@luxotticaretail.com)	877-589-8253
Tax Exempt ID (except EyeExam of CA, PR, Canada)	31-1339854
Teletracker	513-765-6849
Unclaimed Properties	513-765-2190
WorkNumber - Employment Verification (Co. code 11567)	800-996-7566

Preboarding

Friday, November 11, 2016
10:30 AM

preboarding@luxotticaretail.com

Other Department Numbers

Friday, September 09, 2016
12:32 PM

Worker's Comp - All Brands	General VM	56965
Web T&E	n/a	56024
Sales Audit/General	Sales Audit	52525
EyeGrow Escalations	Raju Pensmata	53210
A/P Business License	Pam Powell	53088
Leave of Absence (LOA)	Wilma Mitchell	53655
Liability Insurance/US	Debbie Putt	56918
Liability Insurance/CA	Valerie Wright	53987
Recruiting Hotline	Voicemail	56269
Relocation/Immigration	Arlene Mason	56168
Optical Relations	Marla Douglas	54482

Retirement

Friday, September 09, 2016
12:31 PM

Pension	Tawnya Wuest	53999
US Shoe Pension	Mia Graves	56942
401K	Robyn White	53495

Store Systems Support

Thursday, October 13, 2016
5:55 PM

SGH	800-767-0990
LC	877-765-5252
Luxury	877-360-5898
Pearle	877-573-2753
Sears	877-732-7711
Target	888-589-6884
Oakley	800-461-7536
CAN Oakley	877-666-2692

Talent Luxottica

Friday, November 11, 2016
9:54 AM

877-589-8253- - this is the Store System Support number. They will need to call them first for assistance and if they are unable to assist, then they will escalate to Talent Luxottica

talentluxottica@luxotticaretail.com

PTO Usage for the First Week of Disability (Leave)

Monday, November 07, 2016
5:43 PM

If hours are for the current pay period:

- Active Salaried Employee - Manager enters directly into Kronos or Ciao
- Active Hourly Employee - Manager enters directly into Kronos or Ciao
- Inactive Salaried Employee PTO - send an email to internalhrcentral@luxotticaretail.com
- Inactive Hourly Employee - Manager enters directly into Kronos or Ciao

If hours are for a prior pay period:

- Active Salaried Employee - call 866-431-8484, we enter in Kronos
- Active Hourly Employee - call 866-431-8484, we enter in Kronos
- Inactive Salaried Employee PTO - send an email to internalhrcentral@luxotticaretail.com
- Inactive Hourly Employee - call 866-431-8484, we enter in Kronos

** Employees can use banked Holiday hours or granted Diversity Days for LOA.

Long Term Disability Info

Tuesday, April 25, 2017
11:56 AM

There is no specific length of time a person can be on Long-term disability (LTD). There is a process to term an employee that has been on LTD for an extended period of time but it has to be taken to a committee in order to be approved.

Store managers cannot term in the system an employee that has been on LTD.

Please reach out to Wilma Mitchell to see if the term was approved if you receive a request to delete a term as term in error for anyone that was on LTD.

Canada Employee Guide

Thursday, January 05, 2017
8:09 AM

Canada E...

CSC Employee Guide

Thursday, January 05, 2017
8:09 AM

CSC Emplo...

PR Employee Guide

Thursday, January 05, 2017
8:08 AM

PR Employ...

RxO Employee Guide

Thursday, January 05, 2017
8:09 AM

RxO Empl...

US Employee Guide

Thursday, January 05, 2017
8:18 AM

US Employ...

Employment Status

Thursday, September 08, 2016
5:43 PM

Luxottica employment status is based on the number of hours the employee is expected to work on a regular basis.

Full-Time: normally and consistently scheduled to work 30 or more hours per week.

Part-Time: normally and consistently scheduled to work 20 – 29 hours per week.

Casual Part-Time: scheduled to work fewer than 20 hours per week. This includes employees who normally work a few hours each week and employees who only work occasionally.

Temporary/Seasonal: hired for a short and defined period of time, regardless of the number of hours scheduled or worked.

Employment Status Facts:

- Employment status is based on the number of hours the employee is expected to work on a regular basis.
- Employment status categories are used to determine an employee's eligibility for certain benefits
- Employment status may change during the course of his/her employment as a result of personal and/or business related circumstances
- Nothing guarantees any employee a certain schedule or number of hours worked.

Employment Status is outlined in the Luxottica Employee Guide.

The Fair Labor Standards Act (FLSA) does not define full-time or part-time employment. This is a matter generally to be determined by the employer.

Employment Status Audit

Thursday, September 08, 2016
6:10 PM

The Status Audit occurs twice a year. Three stages of the Status Audit:
1. Measurement ("Look Back Period"): The timeframe an employee's average hours/weeks worked are measured.
   - Measurement Period: *December 1 - May 31*
   - Measurement Period: *June 1 - November 30*

2. Administrative: The timeframe Luxottica Benefits department reviews results from the measurement period and moves employees into full-time, part-time or casual part-time status.
   - Administrative Period: *May 1 - May 31*
   - Administrative Period: *December 1 - December 31*

3. Stability: The timeframe that benefits are "locked in" for employees with a status of full-time as indicated by the measurement period unless the employee waives benefit coverage.
   - Stability Period: *July 1 - December 31*
   - Stability Period: *December 1 - June 30*

Questions & Answers
Q. Will managers be able to change an employee's status?
A. Yes, only if hours worked support a status change. The status change will need to be performed in HR Central.

Q. How will new hires be audited?
A. Monthly status audits are conducted on employees that have 6-months with the company.

Q. Can an employee voluntarily move from full-time to part-time/causal part-time or voluntarily keep their part-time status?
A. Yes. Employees may voluntarily request to move from full-time status by electronically signing an Employee Status request form through HR Central. This change can only be made if their hour availability has changed below 30 hours per week. A notification will be sent to the Manager requesting an organizational transfer by clicking the "My Team" icon on SAP.

Directions of how an employee can manually change status from Full-Time:
- Login to HR Central web site
- Click the "My Data" button
- Click on Employment Status Request and complete the form.

U.S. Healthcare reform legislation mandates the Status Audit.

Canada Employment Verification

Wednesday, August 31, 2016
6:08 PM

Subject	**FW: Canadian employment verification**
From	Matthews, Rachel
To	Schewe Linda
Sent	Wednesday, August 31, 2016 5:47 PM

Email has changed to:

myinternalhrcentral@luxotticaretail.com

Rachel Matthews
HR Operations Coordinator/Specialist | North American Business Services | Luxottica CSC

From: Winter, Andrea
Sent: Friday, April 08, 2016 9:45 AM
To: Rogers, Cindi; Mathews, Rachel; Rainville, Melody; Coleman, Angela; Daramola, Maty; Elnabawy, Waleed; Freeman, David; Miller, Debra; Rodriguez, Vanessa; Ruzak, Adriane; Stafford-Jones Tracey; Thompson Carla; Wooten, Lauren; Young, Joshua; Abbinante Kristin
Subject: RE: Canadian employment verification

The process for Canadians since I have been with Lux is they need to send an email to mybluhraccess@luxotticaretail.com they cannot call My Work Number as they just deal with US cases.

Hope this helps!

Andrea

From: Rogers, Cindi
Sent: Friday, April 08, 2016 9:39 AM
To: Mathews, Rachel; Rainville, Melody; Coleman, Angela; Daramola, Maty; Elnabawy, Waleed; Freeman, David; Miller, Debra; Rodriguez, Vanessa; Ruzak, Adriane; Stafford-Jones Tracey; Thompson Carla; Wooten, Lauren; Young, Joshua; Winter, Andrea; Abbinante Kristin
Subject: RE: Canadian employment verification
Importance: High

Andrea or Kristin – Are either of you able to provide the appropriate direction for Canadian employment verifications? Please!

Thank you!

Cindi Rogers, CPP
Manager-HR Systems

Scheduled PTO: April 18 – 25, 2016

Mobile (612) 968-1856 (CST)
Email CRogers@LuxotticaRetail.com

From: Mathews, Rachel
Sent: Friday, April 08, 2016 8:35 AM
To: Rainville, Melody; Coleman, Angela; Daramola, Maty; Elnabawy, Waleed; Freeman, David; Miller, Debra; Rodriguez, Vanessa; Ruzak, Adriane; Stafford-Jones Tracey; Thompson Carla; Wooten, Lauren; Young, Joshua
Cc: Rogers, Cindi
Subject: RE: Canadian employment verification

Good morning all,

I have an associate from Canada on hold now. I gave him the number listed below for employment verification and he said he's dialed this number and reached Tameka. He said she told him she has nothing to do with this and wants to know who is giving her number out and wants us to stop.

Cindi,

Can you provide an alternate solution? The Work Number has no record of him.

Thanks!

Rachel

From: Rainville, Melody
Sent: Friday, April 08, 2016 9:26 AM
To: Coleman, Angela; Daramola, Maty; Elnabawy, Waleed; Freeman, David; Mathews, Rachel; Miller, Debra; Rodriguez, Vanessa; Ruzak, Adriane; Stafford-Jones Tracey; Thompson Carla; Wooten, Lauren; Young, Joshua
Subject: FW: Canadian employment verification

From: Rogers, Cindi
Sent: Friday, April 08, 2016 9:24 AM
To: Rainville, Melody
Subject: RE: Canadian employment verification

Hi Melody,

The last I was involved with this was on the FAQs that Lux and ADP were working through prior to go live. Below is what Kristin Abbinante and I provided to ADP:

GV - Company policy is that only HR Records will provide dates of employment and positions held. Access ADP GV and provide Positions and Dates available. If prior to go live, direct them referencing information below:
For Employment Reference:
• Have the person seeking proof of employment call the HR Records Department at 513-765-4402
2. Letters of Employment (for current and former associates):
• Letters of Employment may only be furnished when the request is accompanied by a written and signed

authorization from the current or former associate. Letter of Employment includes position, length of
employment, employment status, and rate of pay.
• Salary history with the Company may only be furnished when the request is accompanied by a written and
signed authorization from the current or former associate (i.e. mortgage loan applications).
• Fax the request in writing to 416-626-2560 (Canada's AR Department).

I do not know if this information is still accurate. My suggestion would be to confirm with Kristin and Andrea Winter.

Thanks!

Cindi Rogers, CPP
Manager-HR Systems

Scheduled PTO: April 18 – 25, 2016

Mobile (612) 968-1856 (CST)
Email CRogers@LuxotticaRetail.com

From: Rainville, Melody
Sent: Friday, April 08, 2016 8:20 AM
To: Rogers, Cindi
Subject: Canadian employment verification

Hi Cindi,

We have had several Canadians calling in needing Employment Verification. Is there a certain number they need to put in when going to Option 5? The USA number is 11567.

Thanks for your help.

Melody Rainville
HR Payroll Specialist
HR Central Group
Luxottica Retail
4000 Luxottica Place
Mason, OH 45040

Ok to Rehire/Do Not Rehire

Tuesday, November 22, 2016
3:23 PM

We are NOT able to change the status in the system from not rehireable to rehireable.

The RM and the HRBP will need to agree together to change the status. They will need to contact HR Solutions Group who will in turn contact HR Central via internalhrcentral@luxotticaretail.com.

To check whether an employee is rehireable:
SAP
Display HR Master Data
Pull up the employee
Click on the Additional tab
Highlight 'Rehire Eligibility'
Click on display (glasses)

DO NOT CHECK THIS IN ADP!

US Employment Verification

Thursday, October 13, 2016
4:49 PM

All US employment verification (current and former employees) is verified by The Work Number at 800-660-3399 or www.theworknumber.com.

Employees may utilize this as well as any third party organization trying to verify employment history with Luxottica.

Must have:
Employee's SSN
Lux Employment Code: 11567

The Work Number Instructions:

Go to the website www.theworknumber.com

If the employee wants to provide proof of employment only, they can give the requestor the Lux Code # 11567 and their social security number. The requestor can then go to the site and obtain the information.

If the employee wants to provide proof of employment AND income, they can log in using their social security number as the User ID and the last four numbers of their social security number and the two digit month of their birthday as their pin. (Ex: last four of social is 1234 and birth month is May (05), they will enter their pin as 123405.) They can then click on 'create a salary key' and give that to the requestor.

OUTSIDE AGENCY REQUESTING VERIFICATION

- Click on 'I'm a verifier'.

EMPLOYEES

- Click on 'I'm an employee'
- Click on 'Enter site'
- In 'Employer Name or Code' enter 11567

They will then be directed to a screen that asks them what they would like to do:

- I want to provide someone proof of my employment only
- I want to provide proof of employment AND income
- I want to get my Employment Data report
- I want to use other account features

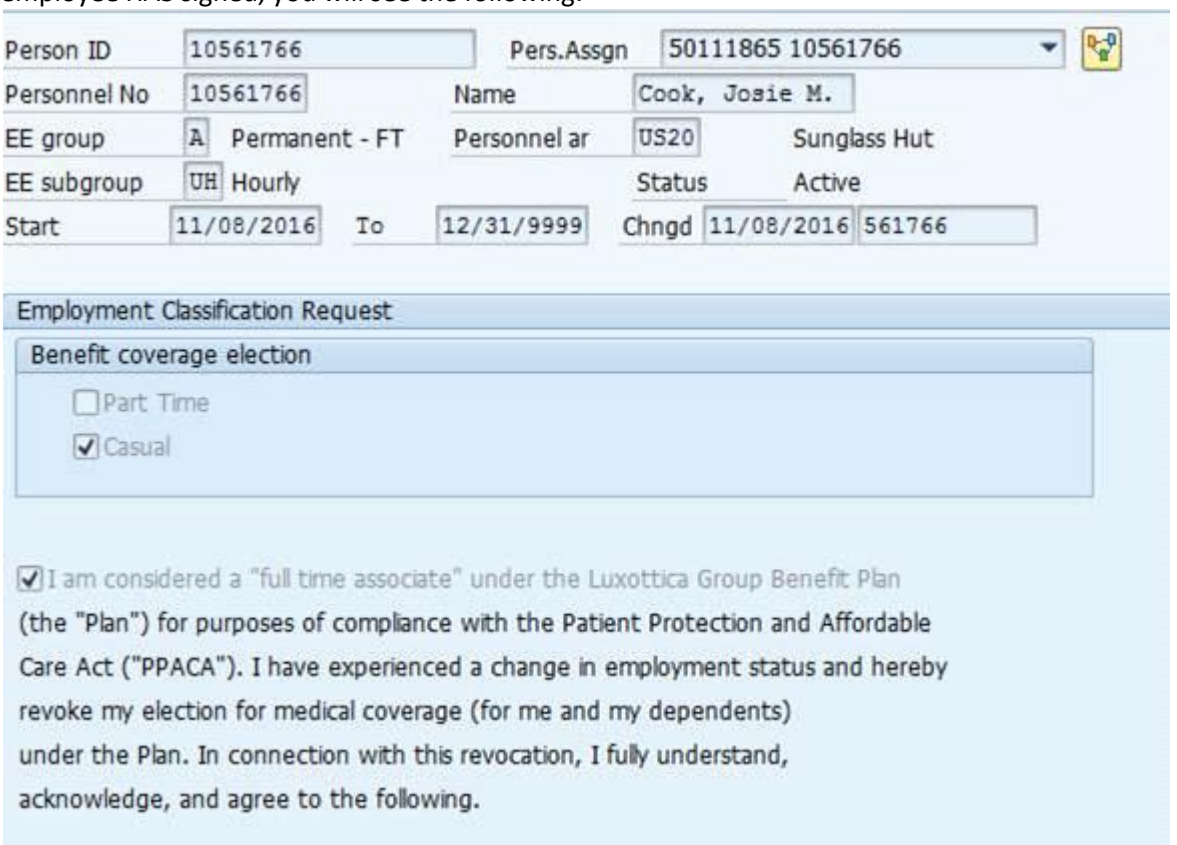
If the employee would like a copy of their Employment Data Report, they can click on 'My Account' and follow the prompts.

Waiver Confirmation

Wednesday, November 16, 2016
12:01 PM

SAP

- Display HR Master Data
- In Infotype, type '9052' (Employment Classification Request)
- Enter
- Click on the eyeglasses icon
  - If the employee has NOT signed, you will see the following message at the bottom of the screen:
    - No data stored for Employment Classification Request in the selected period
  - If the employee HAS signed, you will see the following:



Deduction Calendar Bi-Weekly 2017

Tuesday, March 14, 2017
11:51 AM

2017 - Bi-Weekly				
	Begin	**End**	**Pay Date**	
1	12/18/16	12/31/16	01/06/17	*26*
2	01/01/17	01/14/17	01/20/17	*25*
3	01/15/17	01/28/17	02/03/17	*24*
4	01/29/17	02/11/17	02/17/17	*23*
5	02/12/17	02/25/17	03/03/17	*22*
6	02/26/17	03/11/17	03/17/17	*21*
7	03/12/17	03/25/17	03/31/17	*20*
8	03/26/17	04/08/17	04/14/17	*19*
9	04/09/17	04/22/17	04/28/17	*18*
10	04/23/17	05/06/17	05/12/17	*17*
11	05/07/17	05/20/17	05/26/17	*16*
12	05/21/17	06/03/17	06/09/17	*15*
13	06/04/17	06/17/17	06/23/17	*14*
14	06/18/17	07/01/17	07/07/17	*13*
15	07/02/17	07/15/17	07/21/17	*12*
16	07/16/17	07/29/17	08/04/17	*11*
17	07/30/17	08/12/17	08/18/17	*10*
18	08/13/17	08/26/17	09/01/17	*9*

19	08/27/17	09/09/17	09/15/17	*8*
20	09/10/17	09/23/17	09/29/17	*7*
21	09/24/17	10/07/17	10/13/17	*6*
22	10/08/17	10/21/17	10/27/17	*5*
23	10/22/17	11/04/17	11/10/17	*4*
24	11/05/17	11/18/17	11/24/17	*3*
25	11/19/17	12/02/17	12/08/17	*2*
26	12/03/17	12/16/17	12/22/17	*1*

Deduction Calendar-Weekly 2017

Tuesday, March 14, 2017
11:52 AM

2017 - Weekly				
	Begin	**End**	**Pay Date**	
1	12/25/16	12/31/16	01/06/17	*52*
2	01/01/17	01/07/17	01/13/17	*51*
3	01/08/17	01/14/17	01/20/17	*50*
4	01/15/17	01/21/17	01/27/17	*49*
5	01/22/17	01/28/17	02/03/17	*48*
6	01/29/17	02/04/17	02/10/17	*47*
7	02/05/17	02/11/17	02/17/17	*46*
8	02/12/17	02/18/17	02/24/17	*45*
9	02/19/17	02/25/17	03/03/17	*44*
10	02/26/17	03/04/17	03/10/17	*43*
11	03/05/17	03/11/17	03/17/17	*42*
12	03/12/17	03/18/17	03/24/17	*41*
13	03/19/17	03/25/17	03/31/17	*40*
14	03/26/17	04/01/17	04/07/17	*39*
15	04/02/17	04/08/17	04/14/17	*38*
16	04/09/17	04/15/17	04/21/17	*37*
17	04/16/17	04/22/17	04/28/17	*36*
18	04/23/17	04/29/17	05/05/17	*35*
19	04/30/17	05/06/17	05/12/17	*34*
20	05/07/17	05/13/17	05/19/17	*33*
21	05/14/17	05/20/17	05/26/17	*32*
22	05/21/17	05/27/17	06/02/17	*31*
23	05/28/17	06/03/17	06/09/17	*30*
24	06/04/17	06/10/17	06/16/17	*29*
25	06/11/17	06/17/17	06/23/17	*28*
26	06/18/17	06/24/17	06/30/17	*27*
27	06/25/17	07/01/17	07/07/17	*26*
28	07/02/17	07/08/17	07/14/17	*25*
29	07/09/17	07/15/17	07/21/17	*24*
30	07/16/17	07/22/17	07/28/17	*23*
31	07/23/17	07/29/17	08/04/17	*22*
32	07/30/17	08/05/17	08/11/17	*21*
33	08/06/17	08/12/17	08/18/17	*20*
34	08/13/17	08/19/17	08/25/17	*19*
35	08/20/17	08/26/17	09/01/17	*18*
36	08/27/17	09/02/17	09/08/17	*17*
37	09/03/17	09/09/17	09/15/17	*16*
38	09/10/17	09/16/17	09/22/17	*15*

39	09/17/17	09/23/17	09/29/17	*14*
40	09/24/17	09/30/17	10/06/17	*13*
41	10/01/17	10/07/17	10/13/17	*12*
42	10/08/17	10/14/17	10/20/17	*11*
43	10/15/17	10/21/17	10/27/17	*10*
44	10/22/17	10/28/17	11/03/17	*9*
45	10/29/17	11/04/17	11/10/17	*8*
46	11/05/17	11/11/17	11/17/17	*7*
47	11/12/17	11/18/17	11/24/17	*6*
48	11/19/17	11/25/17	12/01/17	*5*
49	11/26/17	12/02/17	12/08/17	*4*
50	12/03/17	12/09/17	12/15/17	*3*
51	12/10/17	12/16/17	12/22/17	*2*
52	12/17/17	12/23/17	12/29/17	*1*

Final Pay Information

Thursday, September 15, 2016
8:59 AM

PTO/Final Pay may have state regulations. If no regulations are listed, final pay in that state will be made on the next regularly scheduled payday.

When employees terminate employment, state law may require that the employee receive his/her final paycheck on the last day of work or within a specific timeframe following the employees last day.

It is extremely important these requirements are followed. The action steps outlined are to ensure compliance with these timeframes. Manager failure to comply with these steps may result in substantial fines, penalties and corrective action.

Final Pay Requirements per State

Thursday, September 15, 2016
3:08 PM

If manager requests immediate pay for a state that is not listed as an immediate pay state, we can push back as long as we ar e following the guidelines listed below for that state.

State	Final Pay/PTO Payout Requirement	Manager Action
Alabama	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Alaska Stat. § 23.05.140	Involuntary Termination: Final paycheck must be paid within 3 days of the employee's last day of work; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Arizona Stat. Ann. § 23-+ 353	Involuntary Termination: Final paycheck must be paid within 7 days of termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Arkansas Code § 11-4-405	Involuntary Termination: Final paycheck must be paid on the next scheduled payday, unless employee requests final pay within 7 days of termination. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required unless employee requests final pay within 7 days of termination; if so, complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
California Lab. Code §§ 201, 202, and 227.3)	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid within 3 days after the employee resigns unless the employee gives at least 3 days advance notice of resignation (in this situation, final paycheck must be paid immediately); PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay) for both Involuntary and Voluntary Terminations.
Colorado Rev. Stat. Ann. § 8-4-109	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Connecticut Gen. Stat. Ann. § 31-71c	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Delaware Code Ann. Tit. 19, § 1103	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
D.C. D.C. Code § 32-1303	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).

	Voluntary Termination: Final paycheck must be paid within 7 days of resignation; PTO payout included in final paycheck.	
Florida	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Georgia	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Hawaii Rev. Stat. § 388-3	Involuntary Termination: Final paycheck must be paid immediately upon termination. Voluntary Termination: Final paycheck must be paid on the next regularly scheduled payday unless employee provides at least 2 weeks advance notice of resignation (in this situation, final paycheck must be paid immediately).	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Idaho Code §§ 45-606, 45-317	Involuntary and Voluntary Termination: Final paycheck must be paid on the next regularly scheduled payday, unless employee requests final pay within 2 days of termination; PTO payout included in final paycheck.	No action required unless employee requests final pay within 2 days of termination. If so, complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Illinois 820 Comp. Stat. 115/5	Involuntary and Voluntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Indiana Code §§ 22-2-9-2, 22-2-5-1	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Iowa Code Ann. § 91A.4.	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Kansas Stat. Ann. § 44-315	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Kentucky Rev. Stat. Ann. § 337.055	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Louisiana Rev. Stat. Ann. § 23:631	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Maine Rev. Stat. Ann. Tit. 26, § 626	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Maryland Lab. & Emp. Code Ann. § 3-505	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Massachusettes Ann. Laws ch. 149 §148	Involuntary Termination: Final paycheck must be paid immediately; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Michigan Comp. Laws §§ 408.474, 408.475	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Minnesota Stat. §§ 181.13, 181.14	Involuntary Termination: Final paycheck must be paid immediately; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).

Mississippi	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Missouri Ann. Stat. § 290.110	Involuntary Termination: Final paycheck must be paid immediately. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Montana Code Ann. § 39-3-205	Involuntary Termination: Final paycheck must be paid immediately. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Nebraska Rev. Stat. § 48-1230	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Nevada Rev. Stat. §§ 608.020, 608.030	Involuntary Termination: Final paycheck must be paid immediately; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid within 7 days of resignation; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
New Hampshire Rev. Stat. Ann. § 275:44	Involuntary Termination: Final paycheck must be paid within 3 days of the employee's last day of work; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
New Jersey Stat. Ann. § 34:11-4.3	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
New Mexico Stat. Ann. §§ 50-4-4, 50-4-5	Involuntary Termination: Final paycheck must be paid within 5 days of the employee's last day of work; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
New York Labor Laws § 191	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
North Carolina Gen. Stat. § 95.25.7	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
North Dakota Cent. Code § 34-14-03	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Ohio Rev. Code Ann. § 4113.15	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Oklahoma Stat. Ann. Tit. 40, § 165.3	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Oregon Rev. Stat. § 652.140	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid immediately upon resignation if employee gives at least two days notice; if two days notice is not given, final paycheck must be paid within 5 days of resignation. PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).

Pennsylvania 43 Cons. Stat. Ann. § 260.5	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Puerto Rico	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Rhode Island Gen. Laws § 28-14-4	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
South Carolina Codified Laws § 41-10-50	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
South Dakota Codified Laws §§ 60-11-10, 60-11-14	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Tennessee Code. Ann. § 50-2-103	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Texas Code Ann., Labor § 61.014	Involuntary Termination: Final paycheck must be paid within 6 days of termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Utah Code Ann. § 34-28-5	Involuntary Termination: Final paycheck must be paid immediately upon termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Vermont Stat. Ann. Tit. 21 § 342	Involuntary Termination: Final paycheck must be paid within 3 days of termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Virginia Code § 40.1-29	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
Washington Rev. Code § 49.48.010	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required.
West Virginia Code § 21-5-4	Involuntary Termination: Final paycheck must be paid within 3 days of termination; PTO payout included in final paycheck. Voluntary Termination: Final paycheck must be paid on the next regularly scheduled payday unless employee provides at least two weeks advance notice of resignation, then final paycheck must be paid immediately. PTO payout included in final check	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).
Wisconsin Stat. Ann. § 109.03	Involuntary and Voluntary Termination: Final paycheck must be paid on the next scheduled payday; PTO payout included in final paycheck.	No action required
Wyoming Stat. Ann. § 27-4-104	Involuntary and Voluntary Termination: Final paycheck must be paid within 5 business days of termination; PTO payout included in final paycheck.	Complete Final Paycheck Request Form or call the HR Service Center at 1-866-431-8484 (select options for Payroll and Immediate Pay).

http://smallbusiness.findlaw.com/employment-law-and-human-resources/final-paycheck-laws-by-state

Final Pay Questions and Answers

Friday, September 23, 2016
3:00 PM

Q. How long does it take to receive a manual check?
A. Expect a 3-day turnaround for final process and delivery. Delivery should be expected by 3:30 pm on the 3rd day.

Q. How will it be delivered?
A. UPS shipping envelope containing a Luxottica letterhead envelope with the former employee's name on the front.

Q. What will the check look like?
A. The check within the Luxottica letterhead envelope will be handwritten.

For salaried associates, the manager will complete the term in the system and then email the PTO payout amount to internalhrcentral@luxotticaretail.com

Final Pay Process

Friday, September 23, 2016
2:53 PM

This process applied to stores located in states where final pay is due immediately or prior to the next regularly scheduled payday.

Final Payroll processing steps for immediate and prior to next payday states:

1. Complete Remedy ticket with all the necessary information in the Immediate Pay State Terminations template.
    a. Alter the Immediate Pay ticket process instructions to put the HRBP name into **both the Customer and Contact fields.**
2. Assign Remedy ticket to Jennifer McKiernan (Chua) for California locations or Cathy Ashton for all other locations.

Please advise Managers seeking a final paycheck for an employee: requesting final paycheck late and/or missing information will impact successful on-time delivery of the final paycheck.

Give a Day Program

Wednesday, September 28, 2016
6:04 PM

Give-A-Day Donor and Recipient Guide

Procedures:

- Donations may be made in 1 hour increments up to 16 hours per anniversary year.
- Donor should specify their donation to a specific recipient.
- Full-time employees are eligible to apply for donated PTO.
- Employee and manager should work together to determine the number of PTO hours needed, up to 160 hours.
- Donated PTO must be used within 12 months of when it was received and will not be paid out at termination.
- Give-A-Day PTO must be approved in advance by your manager.
- Give-A-Day PTO may be used in conjunction with an approved company leave.
- Donor and Recipient should complete the "Give-A-Day Donor/Recipient Form" and forward it to their Manager for approval.
- Manager should review request and, if approved, fax the completed form to 513-492-6967 or email internalhrcentral@luxotticaretail.com.
- Employee will be notified of their donated PTO by their Manager.

Questions? Call the Luxottica Service Center at 866-431-8484 for general information. Fax completed forms to 513-492-6967 or email internalhrcentral@luxotticaretail.com.

Managers Guide

Give-A-Day allows employees to donate their PTO to a fellow employee who has exhausted their own PTO during a time of need. Policies and procedures for requesting time off still apply.

Requirements:

- Only full time employees are eligible to receive donated PTO.
- Donations may be made in 1 hour increments up to 16 hours per anniversary year.
- Employees may receive a maximum of 160 hours (20 days) of donated PTO.
- Upon termination or status change, donated PTO will not be cashed out.
- All donated PTO must be used within 12 months.

Procedures:

- Donor and Recipient should complete the "Give-A-Day Donor/Recipient Form" and forward to their Manager
- Once approved, manager should fax completed form to 513-492-6967 or email internalhrcentral@luxotticaretail.com
- Donations must be recorded on the employee's attendance record.
- **Hourly employees**: The Payroll Department will adjust the PTO balances for both the donor and recipient to be reflected in the Payroll system.
- Keep a copy of all forms for your record.

Additional information about the program:

Crises are defined as natural disasters, personal illness/death or illness/death of an immediate family member. Considering t he situation, an employee may be able to use both the Guardian Angel & Give-A-Day Programs.
While Luxottica's tradition is serving others, please be sensitive to the situation. Ask the employee for permission to assis t and what information they are comfortable sharing with fellow employees.

Give_A_D...

Guardian Angel

Tuesday, October 04, 2016
2:49 PM

Human Re...

2017

Monday, October 17, 2016
12:25 PM

ALL - PDF Version of Sent Communications

Monday, March 06, 2017
9:42 AM

2017 Holid...

2017 Canada Holiday Schedule

Monday, October 17, 2016
12:05 PM

All full-time, part-time and casual part-time (CPT) Canada employees are eligible upon hire* to receive a certain number of paid statutory holidays in accordance with provincial labour standards.

* Except CPT employees in New Brunswick who must meet the provincial qualifying requirements.

Holiday	Date	BC	AB	SASK	MAN	ONT	PQ/QC	NB	NS	PEI	NFLD
New Year's Day	Sunday, January 1	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻
Family/Heritage/ Islander/ Louis Riel Day	Monday, February 20	◻**	◻	◻	◻	◻			◻	◻	
Good Friday	Friday, April 14	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻
Easter Sunday and Easter Monday	Not statutory holidays. Employees are not paid unless they work.										
Victoria Day	Monday, May 22	◻	◻	◻	◻	◻	◻				
St. Jean Batiste Day	Saturday, June 24						◻				
Canada Day	Saturday, July 1	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻
Civic Holiday	Monday, August 7	◻		◻		◻		◻			
Labour Day	Monday, September 4	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻
Thanksgiving	Monday, October 9	◻	◻	◻	◻	◻	◻				
Remembrance Day	Saturday, November 11	◻	◻	◻	◻**			◻	◻	◻	◻
Christmas Day	Monday, December 25	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻
Boxing Day	Tuesday, December 26	◻	◻	◻	◻	◻	◻	◻	◻	◻	◻

**Note: British Columbia will celebrate Family Day on Monday, February 13, 2017.
**Remembrance Day for Manitoba: Employees who do not work on the holiday will be paid for the holiday. Employees who work wil l be paid time and one-half for hours worked.

General Guidelines (subject to applicable legislation)

- When a store is closed on the statutory holiday, payment is a regular day's pay for eligible employees.
- Employees who work on the holiday are paid time and one-half for hours worked.
- During a week with a statutory holiday, the maximum amount of days and employee may be scheduled is five days (the holiday is counted as one day worked).
- In addition to the time and one-half for hours worked on a statutory holiday, eligible employees receive one day off with regular pay in the two weeks prior to or following the statutory holiday.
- Employees must work their scheduled day before and after the statutory holiday in order to be entitled to statutory holiday pay. If an employee is sick on their scheduled day before or after the actual statutory holiday, they will be required to present a doctor's certification on returning to work in order to be paid for the holiday. This provision does not apply in British Columbia and Saskatchewan.
- Please check with your supervisor before scheduling time off.

Guidelines for Management Employees

- Management employees who do not work on a statutory holiday receive a regular day's pay.
- When management employees work on a statutory holiday, hours worked will be counted at time and one-half toward hours for the week.
- In addition, the manager receives an alternate day off with pay in the two weeks prior to or following the holiday.
- If a manager works on the statutory holiday, he/she may reduce his/her hours during the balance of the week in which the statutory holiday occurs to reflect a regular work week.

Statutory Holidays and Vacation Leave

When a statutory holiday occurs during an employee's vacation, the statutory holiday is paid as such and not as vacation. The vacation may be extended by one day at the start or end of the vacation, or the day may be taken at another time.

2017 CSC and U.S. Field Management

Monday, October 17, 2016
8:16 AM

At Luxottica, we provide a compelling Total Rewards package that has many benefits and perks, including time off that you can spend with your friends and family. Read below to see the 2017 Holiday Schedule!
All full-time and part-time CSC and Field Management employees receive 10 paid Holidays in 2017 including a Diversity Day (also known as a floating holiday). Note that there are different holiday schedules for store employees; these schedules are distributed separately.

Holiday	Luxottica Holiday
New Year's Day	Monday, January 2
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25
Day after Christmas	Tuesday, December 26
Diversity Day	Determined by Employee

Paid Holidays

- Field Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- **Luxottica Call Center employees have up to 120 days after the actual holiday to take their paid holiday with supervisor approval.**
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an employee is sick on their scheduled day before or after the holiday, a doctor's note is required when returning to work in order to be paid.
- Full-time employees receive **eight hour pay** and part-time employees receive **four hours pay** for each holiday. Casual, seasonal, and temporary employees do not qualify for holiday pay.

Diversity Day

- Employees hired prior to July 1, 2017 are eligible for a 2017 Diversity Day.
- The Diversity Day, intended as a floating holiday, may be used anytime throughout the year and does not carry over.
- Diversity Days are granted based upon an employee's status as of January 1, 2017. For example, if an employee is full-time on January 1, they will be granted eight hours of pay. If an employee is part-time on January 1, they will be granted four hours of pay. Note: If an employee has a status change during the course of the year, the Diversity Day hour allotment cannot be modified to more or less.

Additional Notes:

- Puerto Rico employees should see the Puerto Rico Holiday Schedule.
- Please check with your supervisor before scheduling time off.
- Any unused holidays, including Diversity Days, are not paid out upon termination.

2017 Puerto Rico Holiday Schedule

Monday, October 17, 2016
12:24 PM

All full-time and part-time employees receive nine paid holidays, including a Diversity Day (also known as a floating holiday) after 30 days of service.

Holiday	Luxottica Holiday
New Year's Day	Sunday, January 1
Epiphany	Friday, January 6
Good Friday	Friday, April 14
Easter Sunday	Sunday, April 16
Mother's Day	Sunday, May 14
Father's Day	Sunday, June 18
Thanksgiving	Thursday, November 23
Christmas Day	Monday, December 25
Diversity Day	Determined by employee

Paid Holidays

- Employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- Full-time employees receive **eight** hours pay and part-time employees receive **four** hours pay for each holiday.
- Casual, seasonal, and temporary employees do not qualify for holiday pay and Diversity Day pay.
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an employee is sick on their scheduled day before or after the holiday, a doctor's note is required when returning to work in order to be paid.

Diversity Day

- Diversity Days are granted based upon an employee's status as of January 1, 2017. For example, if an employee is full-time on January 1, they will be granted eight hours of pay. If an employee is

2017 Rx Operations/LNAD Holiday Schedule

Monday, October 17, 2016
9:57 AM

RxO = Rx Operations
LNAD = Luxottica North America Distribution

RxO Facilities Holiday Schedule

Holiday	Actual Holiday	Luxottica Holiday (Lab Closed)
New Year's Day	Sunday, January 1	Sunday, January 1
Memorial Day	Monday, May 29	Monday, May 29
Independence Day	Tuesday, July 4	Tuesday, July 4
Labor Day	Monday, September 4	Monday, September 4
Thanksgiving	Thursday, November 23	Thursday, November 23
Christmas Eve	Sunday, December 24	Sunday, December 24
Christmas Day	Monday, December 25	Monday, December 25
Diversity Day	Determined by employee	Determined by employee

***Diversity Days -** Columbus, Dallas, and Memphis employees are eligible for two Diversity Days; Atlanta employees are eligible for one Diversity Day.

LNAD Holiday Schedule

Holiday	Actual Holiday	Luxottica Holiday (Lab Closed)
New Year's Day	Sunday, January 1	Sunday, January 1
Memorial Day	Monday, May 29	Monday, May 29
Independence Day	Tuesday, July 4	Tuesday, July 4
Labor Day	Monday, September 4	Monday, September 4
Thanksgiving	Thursday, November 23	Thursday, November 23
Christmas Eve	Sunday, December 24	Sunday, December 24
Christmas Day	Monday, December 25	Monday, December 25
Diversity Day	Determined by employee	Determined by employee

2017 U.S. Optical and Sun Retail

Monday, October 17, 2016
8:29 AM

Paid Holidays
All full-time and part-time Optical and Sun retail employees receive six paid holidays per year after the 1st of the month following 30 days of service. Please check with your supervisor before scheduling time off.

- Employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an employee is sick on their scheduled day before or after the holiday, a doctor's note is required when returning in order to be paid.
- Full-time employees receive **eight** hours pay and part-time employees receive **four** hours pay for each holiday.
- Casual, seasonal, and temporary employees do not qualify for holiday pay or Diversity Day pay.

Diversity Days
Employees are also eligible for up to three paid Diversity Days (also known as floating holidays) during the year based on their complete, continuous years of service. Please check with your supervisor before scheduling time off.

- Diversity Days are granted based upon an employees' status as of January 1, 2017. For example, if an employee is full-time on January 1, they will be granted eight hours of pay per eligible Diversity day. If an employee is part-time on January 1, they will be granted four hours of pay per eligible Diversity day. Note: I an employee has a status change during the course of the year, the Diversity day hour allotment cannot be modified to be more or less.
- Diversity Days, intended as floating holidays, may be used anytime throughout the year and do not carryover.

The table below shows the number of holidays and Diversity Days each eligible employee receives.

If Hired Between	Continuous Years of Service	Number of Holidays	Diversity Days*
12/31/2009 or earlier	7 years or more	6	3
01/01/2010 to 12/31/2011	5 to 6 years	6	2
01/01/2013 to 12/31/2015	1 to 4 years	6	1
01/01/2016 to 12/31/16	< 1 year	6	0
01/01/2017 or later	0	Holidays after the 1st of the month following 30 days of employment	0

Holiday	Luxottica Holiday
New Year's Day	Sunday, January 1
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23
Christmas Day	Monday, December 25

Holiday	Luxottica Holiday
Columbus Day (MA/RI)	Monday, October 9
Veteran's Day (MA/RI)	Monday, November 13
Victory Day (RI Only)	Monday, August 14

Additional Details:

- Puerto Rico employees, please see the Puerto Rico Holiday Schedule.
- Massachusetts ALSO gets Columbus Day and Veteran's Day.
- Rhode Island gets in addition to all other holidays above: Veteran's Day, Columbus Day and Victory Day

2017 Wholesale (Lux Holdings)

Thursday, January 12, 2017
5:51 PM

SUBJECT TO CHANGE!!!

Holidays are granted on 1/1 of the year. They receive 11 holidays (7 hour days * 11 holidays = 77 hours) per year and can use them at any time throughout the year (1/1 - 12/31). (They are on a 35 hour work week.)

Holiday	Luxottica Holiday
New Year's Day	Monday, January 2
President's Day	Monday, February 20
Memorial Day	Monday, May 29 (Early release 5/26) @ 1
Pre Independence Day	Monday, July 3
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4 (early release 9/1) @ 1
Thanksgiving	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve	Friday, December 22 (in lieu)
Christmas Day	Monday, December 25
Day after Christmas	Tuesday, December 26
Diversity Day	Determined by Employee

2016

Monday, October 17, 2016
12:25 PM

2016 Canada Optical and Sun Retail

Tuesday, September 27, 2016
9:07 AM

All full-time, part-time and casual part-time Canada employees are eligible upon hire (except casual part-time employees in New Brunswick who must meet the provincial qualifying requirements) to receive a certain number of paid statutory holidays in accordance with provincial labor standards.

Holiday	Date	BC	AB	SASK	MAN	ONT	PQ	NB	NS	PEI	NFLD
New Year's Day	Friday, January 1	□	□	□	□	□	□	□	□	□	□
Family/Heritage/ Islander/ Louis Riel Day	Monday, February 15	□*	□	□	□	□			□	□	
Good Friday	Friday, March 25	□	□	□	□	□	□	□	□	□	□
Easter Sunday and Easter Monday	Not statutory holidays. Employees are not paid unless they work.										
Victoria Day	Monday, May 23	□	□	□	□	□	□				
St. Jean Batiste Day	Friday, June 24						□				
Canada Day	Friday, July 1	□	□	□	□	□	□	□	□	□	□
Civic Holiday	Monday, August 1	□		□		□		□			
Labour Day	Monday, September 5	□	□	□	□	□	□	□	□	□	□
Thanksgiving	Monday, October 10	□	□	□	□	□	□				
Remembrance Day	Friday, November 11	□	□	□	□**			□	□	□	□
Christmas Day	Sunday, December 25	□	□	□	□	□	□	□	□	□	□
Boxing Day	Monday, December 26	□	□	□	□	□	□	□	□	□	□

* British Columbia will celebrate Family Day on Monday, February 8.
**Remembrance Day for Manitoba: Employees who do not work on the holiday will be paid for the holiday. Employees who work will be paid time and one-half for hours worked.

General Guidelines (Subject to applicable legislation)

- When a store is closed on the statutory holiday payment is a regular day's pay for eligible employees.
- Employees who work on the holiday are paid time and a half for hours worked.
- During a week with a statutory holiday, the maximum amount of days and associate may be scheduled is five days ***(the holiday is counted as one day worked).***
- In addition to the time and a half for hours worked on a statutory holiday, eligible employees receive one day off with regular pay in the two weeks prior to or following the statutory holiday.
- Employees who do not work on a statutory holiday and are eligible for statutory holiday pay receive a regular days pay.
- Employees must work their scheduled day before and after the statutory holiday in order to be entitled to statutory holiday pay. If an associate is sick on their scheduled day before or after the actual statutory holiday, he/she will be required to present a doctor certification on returning to work in order to be paid for the holiday. This provision does not apply in British Columbia or Saskatchewan.
- Please check with your supervisor before scheduling time off.

Guidelines for Management Employees

- Management employees who do not work on a statutory holiday receive a regular days pay.
- When management employees work on a statutory holiday, hours worked will be counted at time and one-half towards hours for the week.
- In addition, the manager receives an alternate day off with pay in the two weeks prior to or following the holiday.
- If a manager works on the statutory holiday, he/she may reduce his/her hours during the balance of the week in which the statutory holiday occurs to reflect a regular workweek.

Statutory Holidays and Vacation Leave

When a statutory holiday occurs during an associate's vacation, the statutory holiday is paid as such and not as vacation. The vacation may be extended by one day at the start or end of the vacation or the day may be taken at another time.

Annual Holiday schedule updates can be found on one.luxottica.com

2016 CSC and U.S. Field Management

Tuesday, September 27, 2016
3:48 PM

All full-time and part-time CSC and Field Management employees receive 10 paid holidays in 2016 including a Diversity Day. (***Note that there are different holiday schedules for store employees!)***

Holiday	Actual Holiday	Luxottica Holiday
New Year's Day	Friday, January 1	Friday, January 1
President's Day	Monday, February 15	Monday, February 15
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Thanksgiving	Thursday, November 24	Thursday, November 24
Day after Thanksgiving	Friday, November 25	Friday, November 25
Christmas Eve	Saturday, December 24	Friday, December 23
Christmas Day	Sunday, December 25	Monday, December 26
Diversity Day	Determined by employee	N/A

Paid Holidays

- New in 2016! Field Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- **Luxottica Call Center employees have up to 120 days after the actual holiday to take their paid holiday with supervisor approval.**
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an employee is sick on their scheduled day before or after the holiday, a doctor note is required when returning to work in order to be paid.
- Full-time employees receive eight hours pay and part-time employees receive 4 hours pay for each holiday. Casual, seasonal and temporary employees do not qualify for holiday pay.

Diversity Days

- Employees hired prior to July 1, 2016 are eligible for a 2016 Diversity Day.
- The Diversity Day, intended as a floating holiday, may be used anytime throughout the year and does not carry over.
- Diversity Days are granted based on an employee's status as of January 1, 2016. For example, if an employee is full-time on January 1, they will be granted eight hours of pay. If an employee is part-time on January 1, they will be granted four hours of pay. **Note: If an employee has a status change during the course of the year, the diversity day hour allotment cannot be modified to be more or less.**

Additional Notes

- Puerto Rico employees should see the Puerto Rico holiday schedule.
- Please check with your supervisor before scheduling time off.

Annual Holiday schedule updates can be found on one.luxottica.com

2016 U.S. Manufacturing Facilities

Tuesday, September 27, 2016
3:40 PM

The lists below show the holidays and dates that our RxO facilities and LNAD facilities are closed.

RxO Holiday Schedule

Holiday	Actual Holiday	Luxottica Holiday (Lab Closed)
New Year's Day 2016	Friday, January 1	Friday, January 1
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Thanksgiving	Thursday, November 24	Thursday, November 24
Christmas Eve	Saturday, December 24	Saturday, December 24
Christmas Day	Sunday, December 25	Sunday, December 25
New Year's Day 2017	Sunday, January 1	Sunday, January 1

Luxottica North America Distribution Facilities Holiday Schedule

Holiday	Actual Holiday	Luxottica Holiday (Lab Closed)
New Year's Day 2016	Friday, January 1	Friday, January 1
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Thanksgiving	Thursday, November 24	Thursday, November 24
Christmas Eve	Saturday, December 24	Saturday, December 24
Christmas Day	Sunday, December 25	Sunday, December 25
New Year's Day 2017	Sunday, January 1	Sunday, January 1

Annual Holiday schedule updates can be found on one.luxottica.com

2016 Puerto Rico Optical and Sun Retail

Friday, September 23, 2016
4:58 PM

All full-time and part-time employees receive nine paid holidays, including a Diversity Day after 30 days of service. The paid holidays are as follows. (Due to this year being an election year, this year's Diversity Day is Tuesday, November 8.

Holiday	Luxottica Holiday
New Year's Day	Friday, January 1
Epiphany	Wednesday, January 6
Good Friday	Friday, March 25
Easter Sunday	Sunday, March 27
Mother's Day	Sunday, May 8
Father's Day	Sunday, June 19
Election Day (Diversity Day)	Tuesday, November 8
Thanksgiving	Thursday, November 24
Christmas Day	Sunday, December 25

Paid Holidays

- New in 2016! Employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- Full-time employees **receive** eight hours pay and part-time employees receive **four** hours pay for each holiday.
- Casual, seasonal and temporary employees do not qualify for holiday pay and diversity day pay.
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an associate is sick on their scheduled day before or after the holiday, a doctor note is required when returning to work in order to be paid.

Diversity Day

- Diversity Days are granted based upon an employees status as of January 1, 2016. For example, if an employee is full-time on January 1st, they will be granted eight hours of pay. If an employee is part-time on January 1st, they will be granted four hours of pay.
- The Diversity Day, intended as a floating holiday, may be used anytime throughout the year and does not carry over. However, due to this year being Election Year, if you have already used your Diversity Day prior to November 8, 2016, you will not be paid for the Election Day holiday.
- Please check with your supervisor before scheduling time off.

Annual Holiday Schedule updates can be found on one.luxottica.com

2016 U.S. Optical and Sun Retail

Friday, September 23, 2016
3:54 PM

All full-time and part-time Optical and Sun retail employees receive six paid holidays per year after the 1st of the month following 30 days of service. Please check with your supervisor before schedule time off.

- New in 2016! Employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday. If an employee is sick on their scheduled day before or after the holiday, a doctor note is required when returning to work in order to be paid.
- Full-time employees receive **eight** hours pay and part-time employees receive **four** hours pay for each holiday.
- Casual, seasonal and temporary employees do not qualify for holiday pay or Diversity Day pay.

Diversity Days
Employees are also eligible for up to three paid Diversity Days (floating holidays) during the year based on their complete, continuous years of service. Please check with your supervisor before scheduling time off.

- Diversity Days are granted based on an employee's status as of January 1st, 2016. For example, if an employee is full-time on January 1, they will be granted eight hours of pay per eligible diversity day. If an employee is part-time on January 1, they will be granted four hours of pay per eligible diversity day. Note: If an employee has a status change during the course of the year, the diversity day hour allotment cannot be modified to be more or less.
- Diversity Days, intended as floating holidays, may be used anytime to throughout the year and do not carryover.

The table below shows the number of holidays and Diversity Days each eligible employee receives:

If Hired Between	Continuous Years of Service	Number of Holidays	Diversity Days
12/31/2008 or earlier	7 years or more	6	3
01/01/2009 to 12/31/2011	5 to 6 years	6	2
01/01/2012 to 12/31/2014	1 to 4 years	6	1
01/01/2015 to 12/31/2015	< 1 year	6	0
01/01/2016 or later	0	Holidays after the 1st of the month following 30 days of employment	0

Holiday	Luxottica Holiday
New Year's Day	Friday, January 1
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Christmas Day	Monday, December 26

Rhode Island Legal Holidays

Holiday	Observed Day
New Year's Day	January 1 *
Memorial Day	Last Monday in May
Independence Day	July 4 *
Victory Day	Second Monday in August
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 *
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 *

***If a holiday falls on a Sunday, the day following is observed as the legal holiday.**

Annual Holiday Schedule Updates can be found on one.luxottica.com

Understanding Job Codes

Monday, September 26, 2016
6:05 PM

Job Codes

Understanding Job Codes

Below is an example of a job code that Luxury's store 7121 would use when posting a requisition for a Licensed Lab Manager.

Pay attention to the last 4 digits of the job code.

The first 4 digits are automatically generated from the job role you selected.

3650UIL3

Geographical differential (labor cost for location). See table below. Manufacturing uses 'M'. Lab (RxO) uses 'L'.

Country Code:
C – Canada
P – Puerto Rico
U – United States

Brand Code:
E – Sears
I – Luxury
K – Oakley
L – LensCrafters/LC Macys
P – Pearle
S – Sunglass Hut/Apex
T – Target
X - CSC

Role Type:
L - Licensed
N – Non-Licensed
D - Doctor

Brand	Store #	Country Code	Brand Code	Choose L or N (Licensed or Non-Licensed)	If Non-Licensed, Use Differential	If Licensed, Use Differential
Luxury	7121	U	I	L or N	3	3
Luxury	7121	U	I	L or N	2	3

Screen clipping taken: 2/13/2017 12:26 PM

Store Support Prompts

Thursday, December 08, 2016
12:17 PM

LensCrafters Luxottica One Number:

877-765-5252

- Option 1 – Assistance with HR, Benefits, and Payroll
- Option 2 – For Product related questions and Central Purchasing
- Option 3 (This is where they will begin if you transfer them directly in I3) – Technical assistance with POS System, issues with Phone Equipment or service, help with Accuexam, Eyegrow questions, or Bluroom support
- Option 1– If your store has Ciao Optical
- Option 0– Password reset
- Option 1 – Issues with Ciao! POS
- Option 1 – If your system is down, or if your having issues with LPA, Customer Order, Tender, or Payroll Processing
- For all other issues please remain on the line.
- Option 2 – Assistance with Tablets
- Option 3 – Phone Equipment and Service
- Option 4 – Assistance with Ciao! Toolkit Applications
- Option 5 – Assistance with Accuexam
- Option 6 – Assistance with OD Digital Signage
- For all other issues please remain on the line:
- Option 0 – Password Reset
- Option 1 – Issues with eyeNET System or BluRoom
- Option 2 – Assistance with the Omni Tablet
- Option 3 – Phone Equipment and Service
- Option 4 – Assistance with EyeGrow
- Option 5 – Assistance with Accuexam
- Option 6 – Assistance with Doctor Digital Signage
- Option 7 – Assistance with MIM
- Option 4 – For assistance with lab equipment from Diagnostics

Pearle Vision (Corporate)Luxottica One Number:

877-573-2753

- Option 1 – Assistance with HR, Benefits, and Payroll
- Option 2 – For Product related questions and Central Purchasing
- Option 3 (This is where they will begin if you transfer them directly in I3) – Technical assistance with POS System, issues with Phone Equipment or service, Eyegrow questions, or Bluroom support
- Option 1 – Issues with POS System
- Option 0 – Password Reset
- Option 1 – If the store's POS system is down
- Option 2 – Assistance with Acuity Logic POS
- Option 3 – Assistance with the Toolkit or In Store Hardware
- Option 4 – Assistance with EyeNET POS or Bluroom
- Option 2 – Phone Equipment and Service
- Option 3 – For EyeGrow Learning and Career Development
- Option 4 – For assistance with lab equipment from Diagnostics

Sears Optical Luxottica One Number:

877-732-7711

- Option 1 – Assistance with Human resource items, Such as benefits, payroll, records, associate relations, and occupational health
- Option 2 – Assistance with Central Purchasing
- Option 3 (This is where they will begin if you transfer them directly in I3) – Issues with Eyenet, phone equipment and service, or other in-store technology, Eyegrow
- Option 1 – Issues with EyeNET
- Option 2 – Phone Equipment and Service
- Option 3 – Assistance with Eyegrow

Target Optical

888-589-6884

- Option 1 – Assistance with Human resource items, Such as benefits, payroll, records, associate relations, and occupational health
- Option 2 – Assistance with Central Purchasing
- Option 3 (This is where they will begin if you transfer them directly in I3) – For technical Assistance with the EyeNET system, phone system issues, or assistance with Eyegrow
- Option 1 – Issues with EyeNET system

- Option 2 – Issues with Phone Equipment and Service
- Option 3 – Assistance with Eyegrow

Sunglass Hut / Apex Luxottica One Number:

800-767-0990

- Option 1 – Assistance with Human resource items, Such as benefits, payroll, records, associate relations, and occupational health
- Option 2 – Assistance with Central Purchasing
- Option 3 (This is where they will begin if you transfer them directly in I3) – assistance with password resets, new hire Lux IDs, your Ciao or SunDial system, phone equipment and service, iPads, or other in-store technology
- Option 0 – Password Reset or Associate pin numbers
- Option 1 – Ciao system, Toolkit, Tempo, Digital Windows, or Traffic Counter
- Option 2 – Phone Equipment and Service
- Option 3 – Assistance with your SunDial System
- Option 4 – Assistance with Social Sun or iPads
- Option 5 – Assistance with your Apex Immersive Unit (call is forwarded to Oakley Support !@ 800-323-8856)
- # – To hear the options again
- Option 4 – EyeGrow Learning and Career Development

Luxury Brands (Ilori/ OSA/ Oliver Peoples)

877-360-5898

- Option 1 – For assistance with Human Resources items such as Benefits, Payroll, Records, Associate Relations and Occupational Health.
- Option 2 – For assistance with product related questions such as job status or cancellation, availability, special orders, or central purchasing.
- Optical 3 – For technical assistance with your Point of Sale System, Tablets, Phone Equipment & Service, Bluroom and EyeGrow.
- Option 1 – If your store has Ciao Optical.
- Option 0 – Password Reset.
- Option 1 – For issues with your Ciao system.
- Option 2 – For phone equipment and service (Telecom).

- Option 3 – For Assistance with tablets.
- Option 4 – For EyeGrow.
- For all other calls, stay on the line.
- Option 0 – Password Reset.
- Option 1 – For issues with your eyeNET system.
- Option 2 – For phone equipment and service (Telecom).
- Option 3 – For Assistance with tablets.
- Option 4 – For EyeGrow.
- Option 4 – For support from the Diagnostic Center on your Optical Lab Equipment.

Network Service Group (NSG)

513-765-2222

- Option 1 – Password Reset
- Option 2 – CSC , Optical Village, Distribution Centers or any other non store field associates
- Option 1 – Hardware , Software or Application support, or a status update
- Option 2 – For Telecommunications
- Option 3 – Smart phone, air card, or Mobile Data Support
- Option 1 – For Active Sync, Blackberry Enterprise activation, or Mobile Email questions
- Option 2 – For all other Issues
- Option 4 – For Store Support
- Option 1 – Questions regarding Captain Laptop
- Option 2 – Questions regarding your Store systems
- Option 3 – Questions regarding your telephone service

Doctors At Luxottica (DAL)

1-800-215-2020

- Option 1 – For Doctors who needs assistance logging into DAL website or have an inquiry about the Friday Doctor Newsletter
- Option 1 – For Sublease or Franchise Doctors
- Option 1 – For Issues navigating the DAL website
- Option 2 – ForPassword Resets
- Option 3 – For Assistance with EyeGrow
- Option 2 – For Employed Doctors

- Option 1 – For Lenscrafters Doctors
- Option 2 – For Pearle Vision Doctors
- Option 2 – For questions about Luxottica Accessibility
- Option 3 – For questions about the Appointment Book
- Option 4 – For doctor recruiting
- Option 5 – For questions about LuxOpticians.com or Optical Reimbursements
- Option 1 – For Trouble logging into LuxOpticians.com or LuxOpticians.ca
- Option 2 – If you are having trouble filing a Optician Reimbursement Claim.
- Option 3 – To check the status of a claim
- Option 4 – For all other inquiries

Luxottica "One" Numbers:

Lenscrafters: 877-765-5252

Pearle Vision: 877-573-2753

Sears: 877-732-7711

Target: 888-589-6884

Luxury: 877-360-5898

Color Codes

Thursday, November 17, 2016
6:44 PM

Yellow - approved by manager only
Orange - approved by associate only
Green - approved by both manager and associate
Blue - timecard has been signed off

Editing in Kronos

Wednesday, October 26, 2016
2:05 PM

If you are needing to make changes to a prior pay period and the times are not greyed out, please DO NOT make the changes and report this to Kronos.

Entries in Purple (Cannot Edit)

Thursday, November 17, 2016
6:45 PM

To edit entries in purple (example: PTO that should not be entered)

In the person's timecard
Go To
Schedule
Right click
Delete entry

SGH Training Guide

Monday, November 28, 2016
10:30 AM

TEMPO Pa...

Minute Conversion

Monday, December 12, 2016
8:40 AM

Minutes	Conversion		Minutes	Conversion		Minutes	Conversion		Minutes	Conversion
1	0.02		16	0.27		31	0.52		46	0.77
2	0.03		17	0.28		32	0.53		47	0.78
3	0.05		18	0.30		33	0.55		48	0.80
4	0.07		19	0.32		34	0.57		49	0.82
5	0.08		20	0.33		35	0.58		50	0.83
6	0.10		21	0.35		36	0.60		51	0.85
7	0.12		22	0.37		37	0.62		52	0.87
8	0.13		23	0.38		38	0.63		53	0.88
9	0.15		24	0.40		39	0.65		54	0.90
10	0.17		25	0.42		40	0.67		55	0.925
11	0.18		26	0.43		41	0.68		56	0.93
12	0.20		27	0.45		42	0.70		57	0.95
13	0.22		28	0.47		43	0.72		58	0.97
14	0.23		29	0.48		44	0.73		59	0.98
15	0.25		30	0.50		45	0.75		60	1.00

Kronos PTO Payout Codes

Monday, March 13, 2017
12:38 PM

PTO - Employee has taken PTO (Personal Time Off)
PTO ADP Paid - We are paying an immediate pay state person
PTO Payout - EE has left the company OR they've gone from FT to any other status

Luxottica Policy

Friday, September 09, 2016
4:41 PM

Meal Period is defined with the following guidelines unless state law mandates a more generous meal period.

- Employees who work six or more hours will receive one 30 minute unpaid meal period
- Employees must clock out at the beginning of their meal period and clock in when they return
- Meal periods should be taken away from customer service areas (i.e. in a store break room or off premises), exceptions may apply for single coverage locations

Rest Break is defined with the following guidelines unless state law mandates more generous rest breaks.

- Employees who work fewer than four hours are not entitled to a rest break
- Employees who work four or more hours but fewer than eight hours should take one 15 minutes paid rest break
- Employees who work eight hours but fewer than 10 hours should take two 15 minute paid rest breaks
- Employees who work 10 or more hours should take three 15 minute paid rest breaks

Meal and Break policies are outlined in the Luxottica Employee Guide.

Single coverage locations in states with ***no meal period laws*** may require paid on-duty meal period.

Federal law requires breaks lasting 20 minutes or less to be paid. Employees should not clock out for breaks less than 20 minutes.

DO's and DON’Ts

Friday, September 09, 2016
4:52 PM

DO

- DO schedule and communicate meal periods/breaks in advance (no sooner that one hour after the start and no later than one hour before the end of an employee's scheduled work period)
- DO require employees to notify you and/or another authorized employee before leaving the store for meal periods or rest breaks
- DO permit employees to clock out/in for meal periods and designate the time as a meal period in the timekeeping system

DON'T

- DON'T combine meal periods with other paid breaks
- DON'T schedule meal periods/breaks back-to-back
- DON'T permit friends, relatives, and other non-employees to enter the store break room during meal periods and rest breaks

Common Questions & Answers

Friday, September 09, 2016
4:55 PM

Q: What should I do if I know my employee took a meal period but forgot to clock out/in the timekeeping system?

A. As soon as you discover this, confirm with the employee when he/she took the meal period and explain that you will edit their time to reflect the meal period. You should then adjust the employee's time in the timekeeping system. Employees should sign off on any time changes. Reinforce clock in/out practices with the employee and instruct him/her to follow proper practices going forward.

Q: I sometimes let my employees work through their meal period and/or rest break if the store is too busy or they do not want to take it. Is this okay?

A. It depends. In some states, failure to comply with meal period and rest break requirements may result in fines and penalties as well as corrective action up to and including termination of employment. Check the chart located in the 'Meal and Rest Breaks - State Regulations' page to confirm your states requirements. If your state does not have specific requirements, you should adhere to the Company meal period and rest break policy found in the 'Luxottica Meal Period and Rest Break Policy' page and in the Luxottica Employee Guide whenever possible.

State Regulations (Excluding California)

Friday, September 09, 2016
5:03 PM

State	Meal Period	Rest Break	Single Coverage/Other Exceptions
CO	30 minutes (unpaid) after 5 hours of work.	Paid 10 minute rest break for each 4 hour work period or major fraction thereof; to be scheduled as near as practicable to middle of work period.	Paid on-duty meal period permitted.
CT	30 minutes for employees who work 7.5 consecutive hours or more (to be scheduled after first 2 hours and before last 2 hours of shift).	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted. Meal period requirement does not apply if employee is provided 30 or more total minutes of paid rest or meal periods.
DE	30 minutes for employees who work 7.5 consecutive hours or more (to be scheduled after first 2 hours and before last 2 hours of shift).	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
IL	20 minutes for employees who work 7.5 consecutive hours or more (to be scheduled no more than 5 hours after the start of the shift).	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal periods are not permitted (for shifts in excess of 7.5 hours).
KY	Reasonable off-duty meal period, ordinarily 1/2 hour but shorter period permitted under special conditions, between 3rd and 5th hour of work for employees that work 5 or more consecutive hours. Not counted as time worked. Coffee breaks and snack time not be included in meal period.	Paid 10 minute rest break for each 4 hour work period. Rest break must be in addition to regularly scheduled meal period.	Employee may agree to take paid on-duty meal period or waive the meal period in its entirety.
ME	30 minutes after 6 consecutive hours of work. Applicable to places of employment where 3 or more employees are on duty at one time.	No specific legal requirements (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
MD	30 minute non-working meal breaks for every 6 or more consecutive hours of work (locations with more than 5 employees only).	15 minute non-working rest break for every 4 to 6 consecutive hours of work (locations with more than 5 employees only). Second 15 minute non-working rest break for every 4 consecutive hours of work for single shifts of 8 hours or more (locations with more than 5 employees only).	Non-working meal break may be waived by written agreement between employer and employee where employee works fewer than 6 consecutive hours. Working meal break permitted in lieu of non-working meal break where employer and employee agree in writing and (1) the type of work prevents employees from being relieved of their duties, or (2) employees are permitted to consumer a meal while working and the working meal break is counted toward the employee's work hours (paid). Employee must sign agreement and may revoke agreement at any time (form found in Employee Welcome Kit and available upon request by contacting the HR Solutions Group at 1-866-431-8484 or hrsolutions@luxotticaretail.com).
MA	30 minutes after 6 consecutive hours of work.	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
MN	Sufficient unpaid time for employees who work 8	Paid adequate rest break within each 4 consecutive hours of work,	Paid on-duty meal period

Meal & Break policies are outlined in the Luxottica Employee Guide.

Single coverage locations in states ***with no meal period laws*** may require paid on-duty meal period.

Federal law requires breaks lasting 20 minutes or less to be paid. Employees should no clock out for breaks less than 20 minutes.

	consecutive hours or more.	to utilize nearest convenient restroom.	permitted.
NV	30 minutes for shift of 8 continuous hours. Applicable to employers of two or more employees.	Paid 10 minute rest break for each 4 hours worked or major fraction thereof; to be scheduled as practicable, in middle of each work period. Not required for employees whose total daily work time is less than 3.5 hours.	Paid on-duty meal period permitted.
NH	30 minutes after 5 consecutive hours, unless feasible for employee to eat while working and is permitted to do so by employer.	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
NM	30 minutes (unpaid).	No specific legal requirement (follow Luxottica rest break guidelines).	No specific exceptions.
NY	30 minute period for employees who work shifts of more than 6 hours that extend over the noon day meal period. An additional 20 minutes between 5 pm and 7 pm for those employed on a shift starting prior to 11 am and continuing after 7 pm. 45 minutes midway in shift for those employed more than a 6 hour period starting between 1 pm and 6 am.	No specific legal requirement (follow Luxottica rest break guidelines).	For single coverage locations, employee may agree to take paid on-duty meal period. Employee must sign agreement and may revoke agreement at any time. Forms found in Employee Welcome Kit and available upon request by contacting the HR Solutions Group at 1-866-431-8484 or hrsolutions@luxotticaretail.com.
ND	30 minutes, if desired, on each shift exceeding 5 hours. Applicable when 2 or more employees are on duty. Employees who are completely relieved of their duties but required to remain on site do not have to be paid.	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
	30 minute duty-free meal period (unpaid) for each work period of 6 to 8 hours, to be scheduled between 2nd and 5th hour for work period of 7 hours or less and between 3rd and 6th hour for work period over 7 hours.	Paid 10 minute rest break for every 4 hour segment or major portion thereof in one work period; to be scheduled, as feasible, approximately in middle of each segment of work period. Rest period must be in addition to usual meal period and take separately; not to be added to usual meal period or deducted from beginning or end of work period to reduce overall length of total work period. Rest break is not required for employees aged 18 or older who work alone in a retail or service establishment serving the general public and who work less than 5 hours in a period of 16 continuous hours.	Paid on-duty meal period permitted.
PR	1 hour, after end of 3rd but before beginning of 6th consecutive hour worked. Requirement for a second meal period for employees who work up to 10 hours may be waived with approval of Secretary of Labor.	No specific legal requirement (follow Luxottica rest break guidelines).	Double time pay required for work during meal hour or fraction thereof. Meal period may be shortened for convenience of employee by mutual employer-employee consent and with approval of Secretary of Labor. Such consent and approval not necessary if union and employer agree on shorter period.
RI	All employees are entitled to a 20 minute meal period within a 6 hour work shift, and a 30 minute meal period within an eight hour work shift. Applies to all employees except to an employer who employs less than three employees on any shift	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.

	at the work site.		
TN	30 minutes for employees scheduled to work 6 consecutive hours or more.	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted.
WA	30 minutes, if work period is more than 5 consecutive hours, to be scheduled not less than 2 hours nor more than 5 hours from beginning of shift. Additional 30 minutes before or during overtime for employees who work 3 or more hours beyond regular work day.	Paid 10 minute rest break for each 4 hour work period, scheduled as near as possible to midpoint of each work period. Employee may not be required to work more than 3 hours without a rest break. Scheduled rest breaks not required where nature of work allows employee to take intermittent rest breaks equivalent to required standard.	Paid on-duty meal period permitted.
WV	20 minutes for employees who work 6 consecutive hours or more.	No specific legal requirement (follow Luxottica rest break guidelines).	Paid on-duty meal period permitted

California State Regulations

Tuesday, September 13, 2016
2:51 PM

California law provides hourly, non-exempt employees with the right to meal periods and rest breaks. The Company complies with these laws and expects its California managers to manage and enforce compliance. Managers who fail to do so may be subject to corrective action up to and including termination of employment.

Hours Worked	30 Minute Unpaid Meal Periods	15 Minute Rest Breaks
0 - 3.5	0	0
3.5 - 5	0	1
5 - 6	1 **First meal period must begin before end of 5th hour worked.** Ex: Employee who begins work at 9:00 am must take meal period starting no later than 1:59 pm. **Potential Exception** Employee can waive first meal period if he/she works **6 hours or less**. **How to Record** Employees must clock out at beginning of meal period, clock back in at end of meal period and designate that time as a meal period in the POS system.	1 **How to Record** Employees should not clock out/clock in for rest breaks in the POS system.
6 - 10	1	2
10 - 12	2 **Second meal period must begin before end of 10th hour worked.** Ex: Employee who begins work at 9:00 am must take 2nd meal period starting no later than 6:59 pm. **Potential Exception** Employee can waive second meal period if he/she works **12 hours or less and did not waive first meal period.**	3
12 - 14	2	3

For DETAILED California Meal & Rest break questions, transfer to HR Solutions Group: 75017 or 1-866-431-8484 (option 4).

Best Practices

Tuesday, September 13, 2016
3:05 PM

- Require employees to notify you (the manager) and/or another authorized employee before leaving the store for meal periods or rest breaks.
- Communicate in advance when employees should take their meal periods and rest breaks.
- Do not combine meal periods with other paid breaks and do not schedule meal periods/rest breaks back-to-back.
- Meal periods and rest breaks should be duty free. That is, the employee should be completely relieved of all work.
- Do not wait until payroll sign-off to review whether employees are taking meal periods. Review timesheets on a daily and weekly basis for proper meal period times (use State Regulations table for reference).
- Try to schedule meal breaks by the beginning of the 5th hour of work (no sooner than one hour after the start of an employee's scheduled work period). This allows for a one hour buffer and avoids last minute customer surprises that may occur if you wait to make it available until the end of the 5th hour.
    - Example: If an employee comes in at 9:00 am, schedule the meal break for 1:00 pm rather than 1:45 pm. This provides extra time before 1:59 pm to handle any pressing business matters that may arise.
- Submit all completed California Meal Period Acknowledgement and Premium Forms at the close of payroll each week by faxing them to 1-866-212-3663 or emailing them to hrcompliance@luxotticareatail.com. Retain originals in employee file.
- If employee does not take a meal period for a day or takes a meal period after the end of the 5th hour or 12th hour worked, check to see if the employee signed the California Meal Period Acknowledgement and Premium Form for that day. Follow up with the employee to determine the reason for the missed/late meal period.
    - Voluntary - have the employee complete the Voluntary Meal Period Waiver and Acknowledgement section of the form.
    - Involuntary with business reasons the employee missed or took a late meal period - pay the employee a 1 hour meal period premium.

Minimum Hours

Monday, April 17, 2017
9:42 AM

State	State Requirements	Kronos Rule
NY	Employees who report for a scheduled shift must be paid for at least 4 hours, unless the employee works FT and makes more than minimum wage.	Automatic pay rule: dependent on employee FT status and pay: * > $12/hr. and FT = pay only for hours worked * < $12/hr. and FT = 4 hours * All PT employees = 4 hours
CT	Employees who report for a scheduled shift must be paid for at least 4 hours, unless employee agrees to be regularly scheduled for less than 4 hours, but no less than 2 hours, by signing a written waiver.	Automatic pay rule of 2 or 4 daily hours: dependent on identification of signed waiver in employee's profile * signed waiver = 2 hours * no waiver = 4 hours

ATS

Thursday, November 03, 2016
7:53 AM

Keisha, Rachel and Linda can look into Equifax to see if the process was done correctly or where they are at in the process. The employee must be in the "Verify Complete" status for pre-boarding in HRC part of the process for us to be able to see them. If the employee is NOT to this point, all questions must go to Talent Luxottica.

If they are beyond that point, Talent Luxottica nor Store System Support will be able to assist. Keisha and Rachel are working the error reports for ATS and if there is anything missing or needed, they will reach out to Talent Luxottica and other areas as needed.

Reminders:
Canada employees DO NOT have to complete I9s.
To search an employee in Equifax, the full name or the last 4 of the SSN are needed

I9

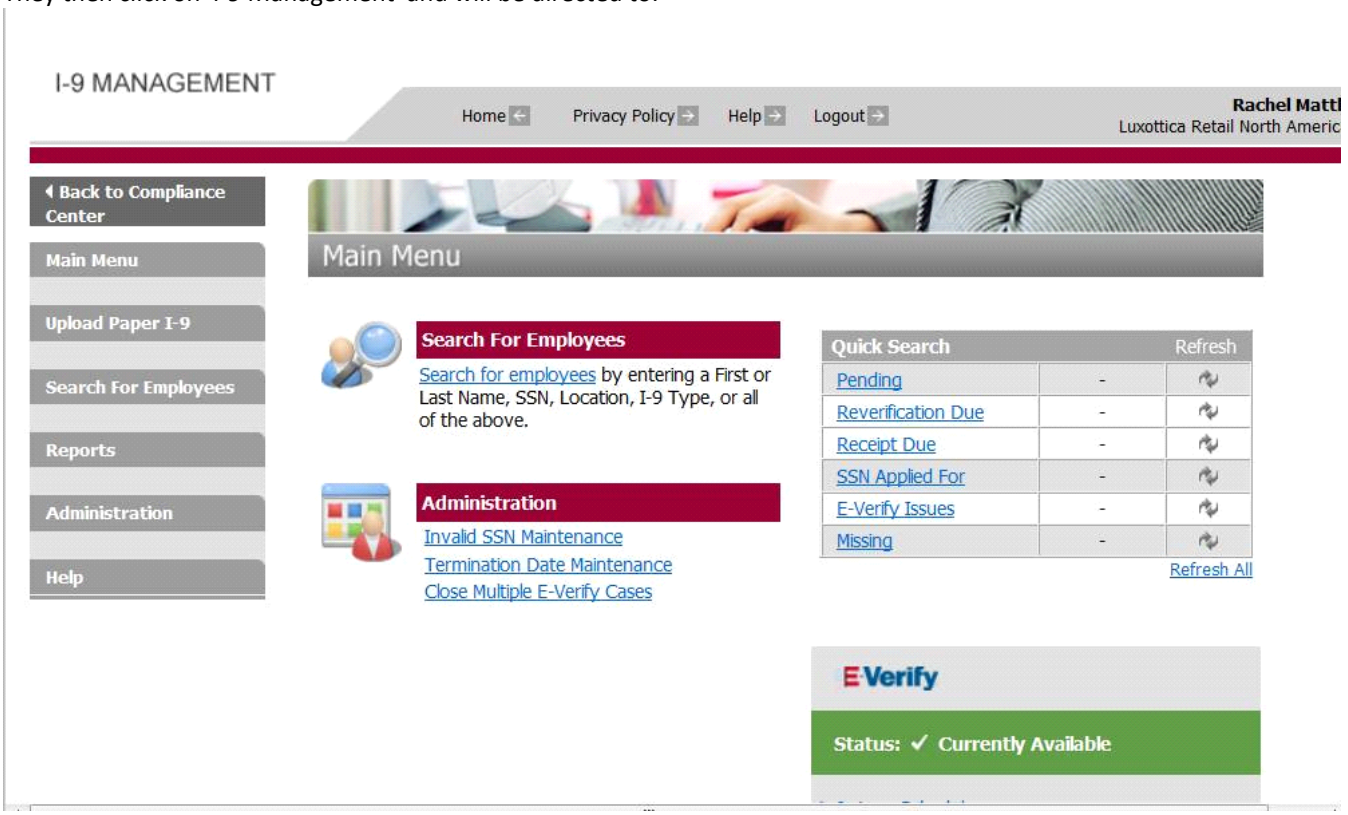
Tuesday, November 08, 2016
3:56 PM

hropsi9@luxotticaretail.com

Managers access I9 in Equifax via HR Central. When logging into HR Central, they will click on the 'Pre-Boarding Managers Only' tile.

They will log in using their network credentials and will see the following page:

They then click on 'I-9 Management' and will be directed to:



Pre-Boarding, Mgr. Step-by-Step

Wednesday, September 28, 2016
11:36 AM

6.Luxottic...

Talent Luxottica : Hiring Process Checklist

Thursday, September 29, 2016
12:31 PM

When stores have an open role to fill, they can use the following as a quick end-to-end checklist guide. If they have questions, they should partner with the RGM or HRBP first. For system issues, they should contact Store Systems Support at 1-877-765-5252.

If they still have further questions please direct to talentluxottica@luxotticaretail.com (We can I.M. or email Angie Pullano or Karissa Elsner as well.)

Talent Luxottica-Recruiting: Hiring Process Checklist for Open Store Positions

When you have an open role to fill, including filling open roles as well as internal promotions, use the following as your quick end-to-end checklist guide. If you have questions, partner with your Field Manager or HRBP. For questions about how to use Talent Luxottica or other system issues, please call Store Systems Support or email TalentLuxottica@luxotticaretail.com

Process	Take Action	Tools Needed
Prep	☐ Set your Display Options (make sure Job Postings is selected) ☐ Set your Recruiting Team Preferences (Set yourself as the default Recruiter and your HRBP as default Final Approver) *This step is only required 1 time and will then auto populate each requisition created)*	**iPDFs:** • Posting Open Roles
Create & Post a Requisition	☐ Create a Requisition ○ Add your Store # to Job Title ○ **Select accurate Job Code** ○ Select accurate pre-employment screen package (not required for Retail locations in Canada or Puerto Rico) ○ **Add yourself to the Recruiter** role (automatic if Recruiting Preferences set) ○ **Add HRBP as Final Approver** (automatic if Recruiting Preferences set) ○ Requisition will automatically be sent to the hiring manager's manager for approval ☐ Reach out to your manager to approve the requisition to be Opened ☐ Once your Requisition is Open, you need to **Post the Requisition** *(Internal & External- for a minimum of 5 business days- ignore Equest Job Board posting error at bottom)*	**iPDFs:** • Posting Open Roles • Approving Requisitions & Job Offers (Field Managers) **Job Aids:** • Job Code Selection Tools by Brand & Store number in Help & Tutorials
Candidate Review & Interview	☐ Review candidates and decide ☐ Internal Candidates: Move status to **Eligibility Review** and confirm eligibility to apply (with current manager) ☐ Re-hires: Move status to **Eligibility Review** and confirm re-hire eligibility (contact HR Solutions) **Not Moving a Candidate Forward:** ☐ Disposition candidate out of candidate pool via Candidate Status's rejection/withdrawal reasons **Moving a Candidate Forward:** ☐ Move candidate to the next step (**Phone Screen, 1st Interview, 2nd Interview**, etc.) via Candidate Status ☐ Disposition candidates in real time. You may hold on dispositioning other final candidates that may be in consideration until your chosen candidate completes pre-boarding.	**iPDFs:** • Hiring, • Applying (internal candidates only) **Job Aids:** • Application Guidelines • Interviewing • Understanding Candidate Movement & Disposition Codes

Hiring/Offer	☐ Move status to **Create Offer** (save). Discuss offer with RGM for pay rate. Fill out Offer Details form (save).	**iPDFs:** • Hiring • Approving Requisitions and Job Offers **Job Aids:** • Offer Letter • Approving Requisitions/Offers
	☐ Move status to **Offer Approval in Process** (save). ☐ Open **Take Action** menu and select **Offer - Offer Approval.** Select standard template and send to your manager for approval.	
	☐ Move status to **Offer Extended** (save). Extend offer verbally to candidate. ☐ Un-post your requisition so that further candidates do not apply (optional) ☐ Create/send offer letter if required. (required in Canada only)	
	☐ Once verbally accepted, move status to **Offer Accepted** which automatically sends email with instructions to accept job online (candidate must accept in system)	

Recruit. Learn. Grow.

Pre-employment Screening	☐ After candidate has accepted online, move status to **Pre-employment Screen Initiated** and select correct package (Basic Package except for TSA locations) and save (you do not need to initiate a pre-employment screen for Retail locations in Canada or Puerto Rico, you can move the candidate to Pre-Employment Screen Completed) ☐ Order the background check via the **Take Action** Menu and select **"Initiate Background Check."** Confirm the package and submit.	**iPDFs:** • Pre-employment Screening
	☐ Move status to **Pre-employment Screen In Process** (Save). After you have verified it initiated successfully. ☐ Contact the candidate to confirm they received the email and that they complete the pre-employment screening items ☐ Monitor the status of the background check & results in the candidate's application.	
	☐ Move status to **Pre-employment Screen Completed** (save) when results say "Complete/Eligible."	
Pre-boarding	☐ Verify Start Date and Hire Status (New Hire, Rehire, Internal) change if needed ☐ Move status to **Pre-board** which sends an email to the candidate with link to a Pre-Boarding Packet (for new and re-hires only) ☐ If Internal, current Manager should process Transfer in HR Central and new manager should process pay change in HR Central ☐ Verify candidate has completed their Pre-boarding paperwork in HR Central - Pre-Boarding Manager's Only tile - Lookup by Name (required for Lux ID to be created/activated) ☐ Verify Lux ID was created from HR Central: My Team, Future Hires List	**iPDFs:** • Pre-Boarding
Day 1	☐ Retrieve candidate's Luxottica ID from HR Central: My Team ☐ Complete Section 2 of I-9 in HR Central- Pre-Boarding Managers Only Portal (required to complete Lux ID form) ☐ Complete Lux ID form in HR Central - Pre-Boarding Managers - Lookup - Documents tab ☐ Return to Lookup & verify candidate's Workflow State is 'Hired' (required for payroll information to update)	**iPDFs:** • Pre-boarding **Job Aids:** • EVerify
Closing Requisition	☐ Disposition all remaining Candidates with appropriate disposition code for compliance ☐ Change Requisition Status to **Filled** ☐ Click **Close Requisition** (bottom right of requisition)	**iPDFs:** • Pre-boarding **Job Aids:** • Understanding Disposition Codes

Day 1 Point-of-Sale Access

System	Take Action
eyeNET	☐ Activate new hire in eyeNET via Operate the Store - Employee Management (enter correct information) Verify new hire's Lux ID displayed matches what was in HR Central ☐ Have new hire login to eyeNET using his or her Lux ID and Temporary PIN 1234 ☐ Have new hire create a Network Password at password.luxotticaretail.com using default password LuxIDMMDDYYYY!
Ciao! Optical	☐ Verify new hire's Lux ID in Employee Management matches HR Central ☐ Have new hire login to the Ciao! Optical Tendering Application using his or her Lux ID and LuxIDMMDDYYYY! and create a Network Password when prompted

Screen clipping taken: 2/8/2017 4:43 PM

Overtime Pay - United States

Tuesday, September 13, 2016
3:22 PM

For covered, non-exempt employees, the Fair Labor Standards Act (FLSA) requires overtime pay at a rate of not less than one and one-half times an employee's regular rate of pay after 40 hours of work in a work week.

The employee is subject to both State and Federal overtime laws; the employee is entitled to the law that will provide the higher rate of pay.

State	Weekly Overtime	Daily Overtime	7th Consecutive Work Day	Notes
AK	40	8	--	--
CA	40	8 12 (double time)	**First 8 hours**: 1.5 times **Over 8 hours on 7th day**: 2 times	Any work in excess of 8 hours in one workday, in excess of 40 hours in one workweek, or in the first 8 hours worked on the 7th day of work in any one workweek shall be at the rate of 1.5 times the regular rate of pay. Any work in excess of 12 hours in one day or in excess of 8 hours on any 7th day of a workweek shall be paid no less than 2 times the regular rate of pay.
CO	40	12	--	--
KY	40	--	Premium pay on the 7th day for employees who work 7 days in any one workweek.	The 7th day overtime law, which is separate from the minimum wage law, requires premium pay on the 7th day for employees who work 7 days in any one workweek.
MA	40	--	--	On Sundays and/or Holidays, employees that work receive Premium pay (1.5 times regular pay).
MN	48	--	--	--
NV	40	8 hours in a consecutive 24 hour period and makes less than $12.38/hour	--	If an employee works more than 8 hours in a consecutive 24 hour period **AND** makes less than $12.37 (1.5 times the minimum wage of $8.25/hour). ********* See example of "Twenty-four Hour" overtime below.
RI	40	--	--	On Sundays and/or Holidays, employees that work receive Premium pay (1.5 times regular pay).

States not listed above follow the standard FLSA overtime guidelines: http://www.dol.gov/whd/overtime_pay.htm

Example of the "Twenty-four Hour" Overtime:

Monday	Tuesday
In 4:00 p.m. Out 10:00 p.m.	**In 10:00 a.m. Out 4:00 p.m.**

When you look at the twenty-four (24) hour period between 4:00 p.m. on Monday and 4:00 p.m. on Tuesday, the associate worked twelve (12) hours and must be paid four (4) hours of daily overtime on Tuesday.

Screen clipping taken: 4/17/2017 9:41 AM (Update was made in Kronos on 3/26/17...Previous configuration: Daily OT was being paid to everyone based on the rolling 24 h ours period.)

Overtime Pay - Canada

Tuesday, September 13, 2016
3:53 PM

Luxottica as a company has decided to apply overtime to all Canadian Provinces after 40 hours a week and 8 hours a day.

Provinces	Overtime	Daily Overtime	Notes
Alberta	40	8	Provincial law states 8 hours a day or 44 hours a week.
British Columbia	40	8	Provincial law states 8 hours a day or 40 hours a week and double time after 12 hours a day.
Manitoba	40	8	Provincial law states 8 hours a day or 40 hours a week.
New Brunswick	40	8	Provincial law states 44 hours a week.
Newfoundland	40	8	Provincial law states 40 hours a week.
Nova Scotia	40	8	Provincial law states 48 hours a week.
Ontario	40	8	Provincial law states 8 hours a day or 44 hours a week.
Prince Edward Island	40	8	Provincial law states 8 hours a day or 48 hours a week.
Quebec	40	8	Provincial law states 40 hours a week.
Saskatchewan	40	8	Provincial law states 8 hours a day or 40 hours a week.

Overtime Pay - Puerto Rico

Tuesday, September 13, 2016
3:59 PM

Weekly Overtime	Daily Overtime	Daily Overtime with *signed* Flex-Time Agreement	Notes
40	8 hours in a consecutive 24 hour period	1.5 times the regular rate if an employee works more than 8 hours in workday, not in a consecutive 24 hour period.	On Sundays and/or Holidays, employees that work receive Premium pay (1.5 times regular pay).

Employees of Puerto Rico hired *BEFORE* 08/01/1995

- Daily Overtime
  - 2 times the regular rate if an employee works more than 8 hours in a consecutive 24 hour period.
- Daily Overtime with signed Flex-Time agreement
  - 2 times the regular rate if an employee works more than 8 hours in a day, not in a consecutive 24 hour period.

Flexible Schedule Agreement (Flex-Time)

- Encourage hourly employees to review the agreements (available in both English and Puerto Rican Spanish).
- If they voluntarily agree to the terms and conditions of the agreement(s), instruct them to sign the agreement(s).
- Make copies of the signed agreement(s) to keep in the employees' personnel file located in the store.

Note both agreements are voluntary. Employees should not be required to sign either agreement unless they voluntarily agree to the terms and conditions expressed within each document.

Overtime Payout - Multiple Stores

Tuesday, December 06, 2016
5:34 PM

Chronological: Overtimes set to process as chronological will process Last In, First Out. This method is close to the way WTK Processing Order worked in version 6.0 and earlier.

Example: Joe normally works 8 AM to 5 PM, Monday through Friday. After working his normal shifts in his home department of Shipping all week, on Friday afternoon Joe is transferred to the Receiving department at 3:00 PM. Joe works until 7:00 PM in the Receiving department, which causes Joe to get 2 hours of Overtime for the time from 5:00 PM until 7:00 PM. In this case, all Overtime is charged to the Receiving department, which is where Joe was working when the Overtime was incurred.

2017 Pay Information

Monday, September 19, 2016
6:06 PM

Weekly Pay Period Information

Monday, September 19, 2016
5:27 PM

.	Begin	End	Pay Date	.
1	12/25/16	12/31/16	01/06/17	52
2	01/01/17	01/07/17	01/13/17	51
3	01/08/17	01/14/17	01/20/17	50
4	01/15/17	01/21/17	01/27/17	49
5	01/22/17	01/28/17	02/03/17	48
6	01/29/17	02/04/17	02/10/17	47
7	02/05/17	02/11/17	02/17/17	46
8	02/12/17	02/18/17	02/24/17	45
9	02/19/17	02/25/17	03/03/17	44
10	02/26/17	03/04/17	03/10/17	43
11	03/05/17	03/11/17	03/17/17	42
12	03/12/17	03/18/17	03/24/17	41
13	03/19/17	03/25/17	03/31/17	40
14	03/26/17	04/01/17	04/07/17	39
15	04/02/17	04/08/17	04/14/17	38
16	04/09/17	04/15/17	04/21/17	37
17	04/16/17	04/22/17	04/28/17	36
18	04/23/17	04/29/17	05/05/17	35
19	04/30/17	05/06/17	05/12/17	34
20	05/07/17	05/13/17	05/19/17	33
21	05/14/17	05/20/17	05/26/17	32
22	05/21/17	05/27/17	06/02/17	31
23	05/28/17	06/03/17	06/09/17	30
24	06/04/17	06/10/17	06/16/17	29
25	06/11/17	06/17/17	06/23/17	28
26	06/18/17	06/24/17	06/30/17	27
27	06/25/17	07/01/17	07/07/17	26
28	07/02/17	07/08/17	07/14/17	25
29	07/09/17	07/15/17	07/21/17	24
30	07/16/17	07/22/17	07/28/17	23
31	07/23/17	07/29/17	08/04/17	22
32	07/30/17	08/05/17	08/11/17	21
33	08/06/17	08/12/17	08/18/17	20
34	08/13/17	08/19/17	08/25/17	19

35	08/20/17	08/26/17	09/01/17	18
36	08/27/17	09/02/17	09/08/17	17
37	09/03/17	09/09/17	09/15/17	16
38	09/10/17	09/16/17	09/22/17	15
39	09/17/17	09/23/17	09/29/17	14
40	09/24/17	09/30/17	10/06/17	13
41	10/01/17	10/07/17	10/13/17	12
42	10/08/17	10/14/17	10/20/17	11
43	10/15/17	10/21/17	10/27/17	10
44	10/22/17	10/28/17	11/03/17	9
45	10/29/17	11/04/17	11/10/17	8
46	11/05/17	11/11/17	11/17/17	7
47	11/12/17	11/18/17	11/24/17	6
48	11/19/17	11/25/17	12/1/17	5
49	11/26/17	12/02/17	12/08/17	4
50	12/03/17	12/09/17	12/15/17	3
51	12/10/17	12/16/17	12/22/17	2
52	12/17/17	12/23/17	12/29/17	1

Bi-Weekly Pay Period Information

Monday, September 19, 2016
5:12 PM

	Begin	End	Pay Date	
1	12/18/16	12/31/16	01/06/17	26
2	01/01/17	01/14/17	01/20/17	25
3	01/15/17	01/28/17	02/03/17	24
4	01/29/17	02/11/17	02/17/17	23
5	02/12/17	02/25/17	03/03/17	22
6	02/26/17	03/11/17	03/17/17	21
7	03/12/17	03/25/17	03/31/17	20
8	03/26/17	04/08/17	04/14/17	19
9	04/09/17	04/22/17	04/28/17	18
10	04/23/17	05/06/17	05/12/17	17
11	05/07/17	05/20/17	05/26/17	16
12	05/21/17	06/03/17	06/09/17	15
13	06/04/17	06/17/17	06/23/17	14
14	06/18/17	07/01/17	07/07/17	13
15	07/02/17	07/15/17	07/21/17	12
16	07/16/17	07/29/17	08/04/17	11
17	07/30/17	08/12/17	08/18/17	10
18	08/13/17	08/26/17	09/01/17	9
19	08/27/17	09/09/17	09/15/17	8
20	09/10/17	09/23/17	09/29/17	7
21	09/24/17	10/07/17	10/13/17	6
22	10/08/17	10/21/17	10/27/17	5
23	10/22/17	11/04/17	11/10/17	4
24	11/05/17	11/18/17	11/24/17	3
25	11/19/17	12/02/17	12/08/17	2
26	12/03/17	12/16/17	12/22/17	1

Oakley and Oliver Peoples Bi-Weekly Pay Period Information

Monday, September 19, 2016
5:12 PM

	Begin	End	Details Due to Internal HR Central	Payroll Processing Begins	Pay Date	
1	12/18/16	12/31/16	12/28/16	01/02/16	01/06/17	26
2	01/01/17	01/14/17	01/11/17	01/16/17	01/20/17	25
3	01/15/17	01/28/17	01/25/17	01/30/17	02/03/17	24
4	01/29/17	02/11/17	02/08/17	02/13/17	02/17/17	23
5	02/12/17	02/25/17	02/22/17	02/27/17	03/03/17	22
6	02/26/17	03/11/17	03/08/17	03/13/17	03/17/17	21
7	03/12/17	03/25/17	03/22/17	03/27/17	03/31/17	20
8	03/26/17	04/08/17	04/05/17	04/10/17	04/14/17	19
9	04/09/17	04/22/17	04/19/17	04/24/17	04/28/17	18
10	04/23/17	05/06/17	05/03/17	05/08/17	05/12/17	17
11	05/07/17	05/20/17	05/17/17	05/22/17	05/26/17	16
12	05/21/17	06/03/17	05/31/17	06/05/17	06/09/17	15
13	06/04/17	06/17/17	06/14/17	06/19/17	06/23/17	14
14	06/18/17	07/01/17	06/28/17	07/03/17	07/07/17	13
15	07/02/17	07/15/17	07/12/17	07/17/17	07/21/17	12
16	07/16/17	07/29/17	07/26/17	07/31/17	08/04/17	11
17	07/30/17	08/12/17	08/09/17	08/14/17	08/18/17	10
18	08/13/17	08/26/17	08/23/17	08/28/17	09/01/17	9
19	08/27/17	09/09/17	09/06/17	09/11/17	09/15/17	8
20	09/10/17	09/23/17	09/20/17	09/25/17	09/29/17	7
21	09/24/17	10/07/17	10/4/17	10/09/17	10/13/17	6
22	10/08/17	10/21/17	10/18/17	10/23/17	10/27/17	5
23	10/22/17	11/04/17	11/1/17	11/06/17	11/10/17	4
24	11/05/17	11/18/17	11/15/17	11/20/17	11/24/17	3
25	11/19/17	12/02/17	11/29/17	12/04/17	12/08/17	2
26	12/03/17	12/16/17	11/13/17	12/18/17	12/22/17	1

2016 Pay Information

Monday, September 19, 2016
6:05 PM

Weekly Pay Period Information

Thursday, September 15, 2016
5:40 PM

	Begin	End	Pay Date	
1	12/27/15	01/02/16	01/08/16	52
2	01/03/16	01/09/16	01/15/16	51
3	01/10/16	01/16/16	01/22/16	50
4	01/17/16	01/23/16	01/29/16	49
5	01/24/16	01/30/16	02/05/16	48
6	01/31/16	02/06/16	02/12/16	47
7	02/07/16	02/13/16	02/19/16	46
8	02/14/16	02/20/16	02/26/16	45
9	02/21/16	02/27/16	03/04/16	44
10	02/28/16	03/05/16	03/11/16	43
11	03/06/16	03/12/16	03/18/16	42
12	03/13/16	03/19/16	03/25/16	41
13	03/20/16	03/26/16	04/01/16	40
14	03/27/16	04/02/16	04/08/16	39
15	04/03/16	04/09/16	04/15/16	38
16	04/10/16	04/16/16	04/22/16	37
17	04/17/16	04/23/16	04/29/16	36
18	04/24/16	04/30/16	05/06/16	35
19	05/01/16	05/07/16	05/13/16	34
20	05/08/16	05/14/16	05/20/16	33
21	05/15/16	05/21/16	05/27/16	32
22	05/22/16	05/28/16	06/03/16	31
23	05/29/16	06/04/16	06/10/16	30
24	06/05/16	06/11/16	06/17/16	29
25	06/12/16	06/18/16	06/24/16	28
26	06/19/16	06/25/16	07/01/16	27
27	06/26/16	07/02/16	07/08/16	26
28	07/03/16	07/09/16	07/15/16	25
29	07/10/16	07/16/16	07/22/16	24
30	07/17/16	07/23/16	07/29/16	23
31	07/24/16	07/30/16	08/05/16	22
32	07/31/16	08/06/16	08/12/16	21
33	08/07/16	08/13/16	08/19/16	20
34	08/14/16	08/20/16	08/26/16	19

35	08/21/16	08/27/16	09/02/16	18
36	08/28/16	09/03/16	09/09/16	17
37	09/04/16	09/10/16	09/16/16	16
38	09/11/16	09/17/16	09/23/16	15
39	09/18/16	09/24/16	09/30/16	14
40	09/25/16	10/01/16	10/07/16	13
41	10/02/16	10/08/16	10/14/16	12
42	10/09/16	10/15/16	10/21/16	11
43	10/16/16	10/22/16	10/28/16	10
44	10/23/16	10/29/16	11/04/16	9
45	10/30/16	11/05/16	11/11/16	8
46	11/06/16	11/12/16	11/18/16	7
47	11/13/16	11/19/16	11/25/16	6
48	11/20/16	11/26/16	12/02/16	5
49	11/27/16	12/03/16	12/09/16	4
50	12/04/16	12/10/16	12/16/16	3
51	12/11/16	12/17/16	12/23/16	2
52	12/18/16	12/24/16	12/30/16	1

Bi-Weekly Pay Period Information

Thursday, September 15, 2016
6:05 PM

	Begin	End	Pay Date	
1	12/20/15	01/02/16	01/08/16	26
2	01/03/16	01/16/16	01/22/16	25
3	01/17/16	01/30/16	02/05/16	24
4	01/31/16	02/13/16	02/19/16	23
5	02/14/16	02/27/16	03/04/16	22
6	02/28/16	03/12/16	03/18/16	21
7	03/13/16	03/26/16	04/01/16	20
8	03/27/16	04/09/16	04/15/16	19
9	04/10/16	04/23/16	04/29/16	18
10	04/24/16	05/07/16	05/13/16	17
11	05/08/16	05/21/16	05/27/16	16
12	05/22/16	06/04/16	06/10/16	15
13	06/05/16	06/18/16	06/24/16	14
14	06/19/16	07/02/16	07/08/16	13
15	07/03/16	07/16/16	07/22/16	12
16	07/17/16	07/30/16	08/05/16	11
17	07/31/16	08/13/16	08/19/16	10
18	08/14/16	08/27/16	09/02/16	9
19	08/28/16	09/10/16	09/16/16	8
20	09/11/16	09/24/16	09/30/16	7
21	09/25/16	10/08/16	10/14/16	6
22	10/09/16	10/22/16	10/28/16	5
23	10/23/16	11/05/16	11/11/16	4
24	11/06/16	11/19/16	11/25/16	3
25	11/20/16	12/03/16	12/09/16	2
26	12/04/16	12/17/16	12/23/16	1

Oakley and Oliver Peoples Bi-Weekly Pay Period Information

Monday, September 19, 2016
4:51 PM

	Begin	End	Details Due to Internal HR Central	Payroll Processing Begins	Pay Date	
1	12/28/15	01/10/16	01/06/16	01/08/16	01/15/16	26
2	01/11/16	01/24/16	01/20/16	01/22/16	01/29/16	25
3	01/25/16	02/07/16	02/03/16	02/05/16	02/12/16	24
4	02/08/16	02/21/16	02/17/16	02/19/16	02/26/16	23
5	02/22/16	03/06/16	03/02/16	03/04/16	03/11/16	22
6	03/07/16	03/20/16	03/16/16	03/18/16	03/25/16	21
7	03/21/16	04/03/16	03/30/16	04/01/16	04/08/16	20
8	04/04/16	04/17/16	04/13/16	04/18/16	04/22/16	19
9	04/18/16	05/01/16	04/27/16	04/29/16	05/06/16	18
10	05/02/16	05/15/16	05/11/16	05/13/16	05/20/16	17
11	05/16/16	05/29/16	05/24/16	05/27/16	06/03/16	16
12	05/30/16	06/12/16	06/08/16	06/10/16	06/17/16	15
13	06/13/16	06/26/16	06/22/16	06/24/16	07/01/16	14
14	06/27/16	07/10/16	07/06/16	07/08/16	07/15/16	13
15	07/11/16	07/24/16	07/20/16	07/22/16	07/29/16	12
16	07/25/16	08/07/16	08/03/16	08/05/16	08/12/16	11
17	08/08/16	08/21/16	08/17/16	08/19/16	08/26/16	10
18	08/22/16	09/04/16	08/30/16	09/02/16	09/09/16	9
19	09/05/16	09/18/16	09/14/16	09/19/16	09/23/16	8
20	09/19/16	09/24/16	09/21/16	09/26/16	09/30/16	7
21	09/25/16	10/08/16	10/05/16	10/10/16	10/14/16	6
22	10/09/16	10/22/16	10/19/16	10/24/16	10/28/16	5
23	10/23/16	11/05/16	11/02/16	11/07/16	11/11/16	4
24	11/06/16	11/19/16	11/16/16	11/21/16	11/25/16	3
25	11/20/16	12/03/16	11/30/16	12/05/16	12/09/16	2
26	12/04/16	12/17/16	12/14/16	12/19/16	12/23/16	1

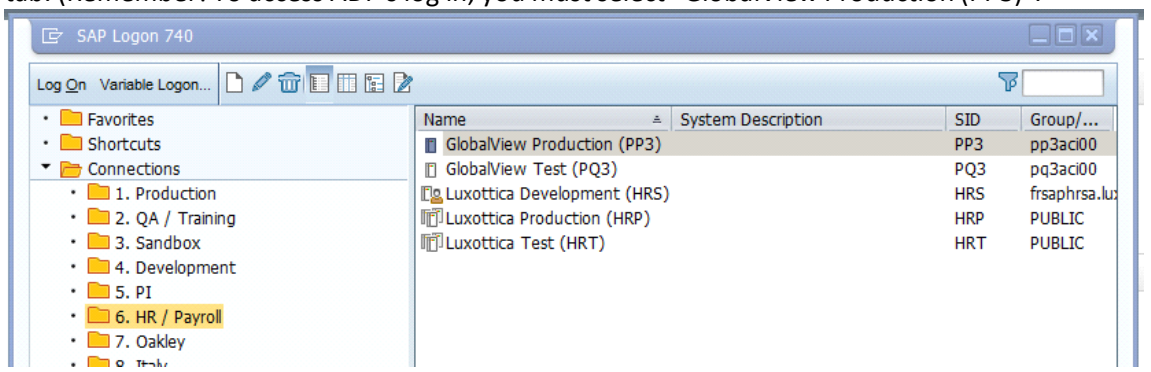
Paycheck Review

Monday, September 19, 2016
6:07 PM

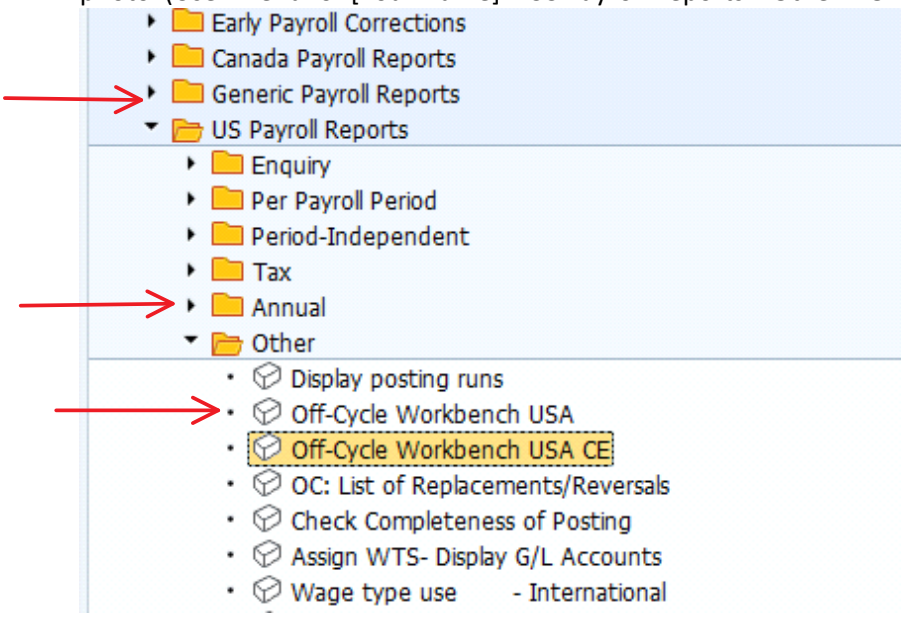
U.S. and Puerto Rico

Tuesday, September 13, 2016
4:09 PM

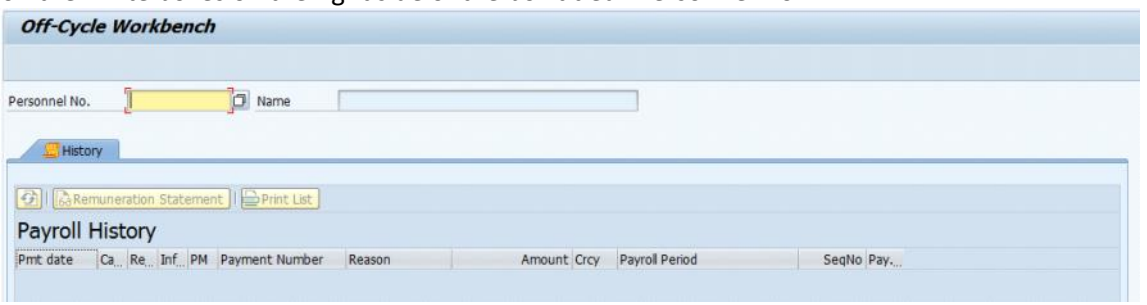
1. Log into Citrix. If you are unfamiliar with this process, review the page titled "SAP Records Portal" in the "System Access" tab.
2. Log into ADP. If you are unfamiliar with this process, review the page titled "ADP Access" in the "System Access" tab. (Remember! To access ADP's log in, you must select "GlobalView Production (PP3)".



3. Once you've logged in, the below screen will appear. To view US paychecks, follow the file path shown in the photo. (User Menu for [Your Name] > US Payroll Reports > Other > Off-Cycle Workbench USA CE)

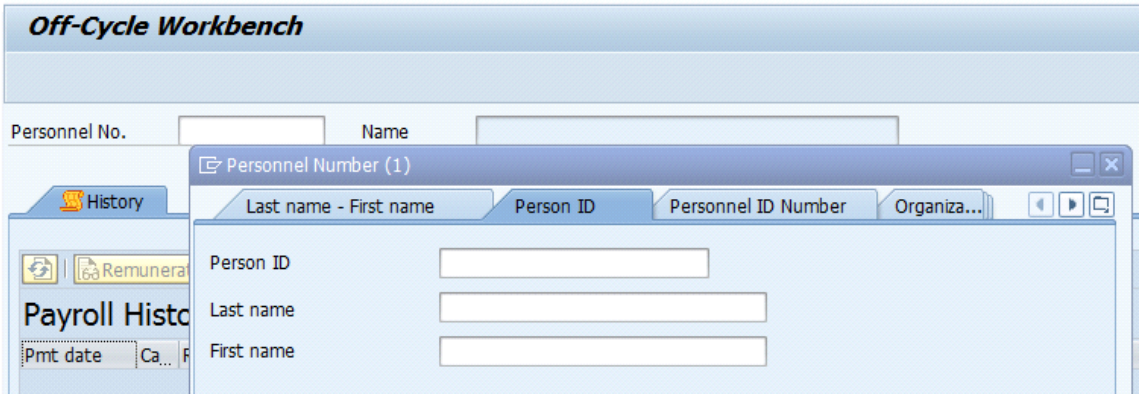


4. When you complete Step 3, the below screen will appear. You will now look up the associate. Do this by clicking on the white boxes on the right side of the box titled "Personnel No.".

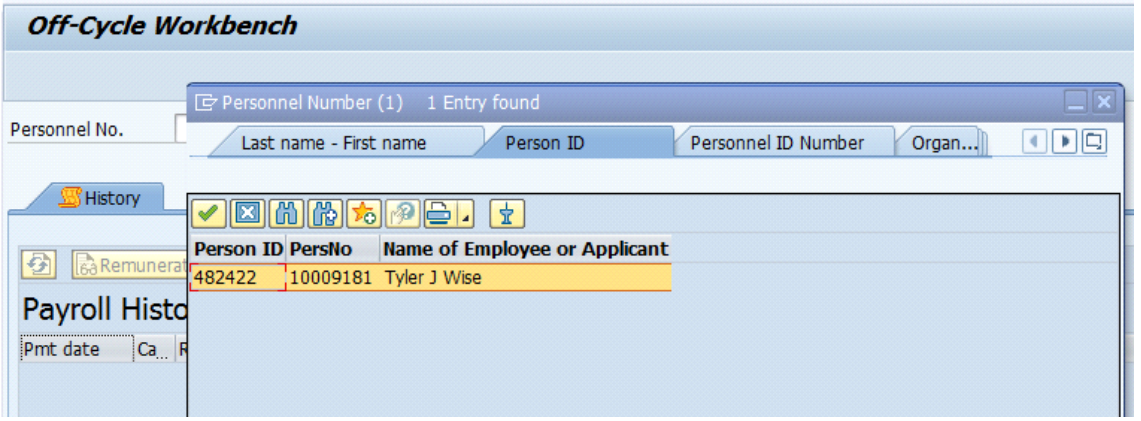


5. A new window will appear as pictured below. This will give you the ability to search for the associate by Person ID (this is the individual's Lux ID) or by the individual name. *HINT! If you choose to search by name then it is important*

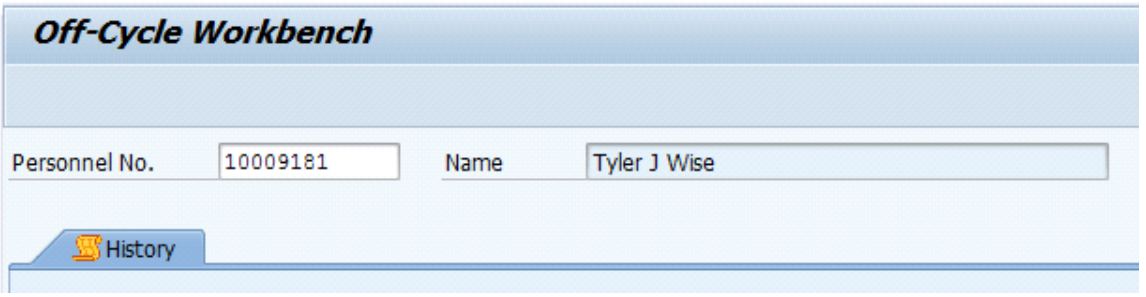
that you spell the entire name. When searching for "Brown", typing in "Bro" will not yield results for associates with the last name "Brown". Once you have typed in the Person ID or the individuals name, press Enter.



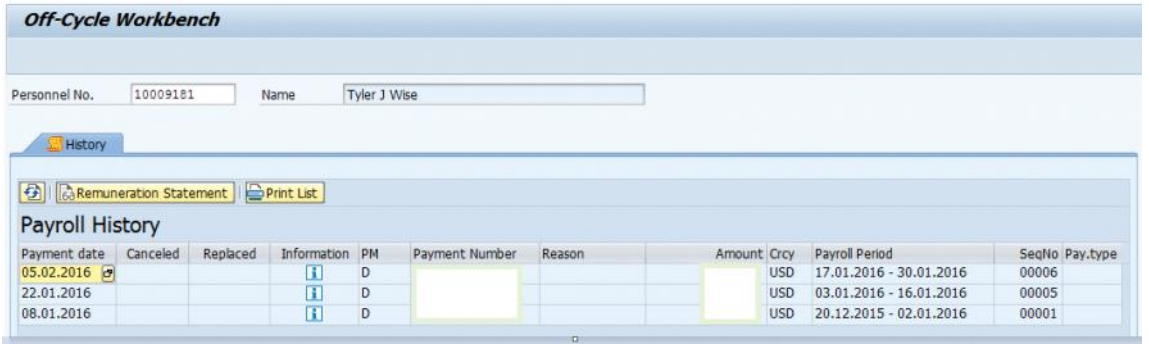
6. Another window will appear as pictured below. You will simply need to double-click on the individual you wish to select.



7. You will then be returned to the Off-Cycle Workbench as pictured below. Press Enter again to select the Associate. *Hint! Notice there is now a number in the box titled "Personnel No.". You may have noticed that this is different than the associate's Lux ID. This is because each associate has a unique ID for ADP in addition to his/her Lux ID. Both numbers are different but are tied to the same individual.*

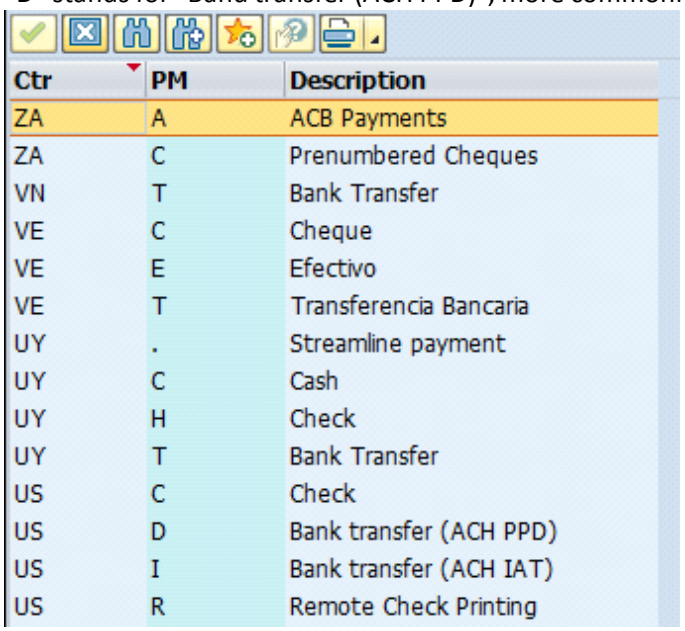


8. With the associate selected, you will now have access to review his/her paycheck history dating back to 01/08/16. For privacy purposes, this individual Payment Number and Payment Amount have been blocked out. You will simply need to click the row of the paycheck you wish to view and the click "Remuneration Statement" to review the paycheck.
HINT! This screen can provide you with a lot more information than just check date and check amount. Continue reading to see a deeper dive into important pieces of information.



Moving from left to right, there is plenty of information to be had from this screen.

- Payment Date: You may have noticed that the dates look strange. The paycheck dated February 5, 2016 is listed as 05.02.2016. The naming convention for check dates in ADP is Day/Month/Year. So the proper way to read 05.02.2016 is "the 5th day of the 2nd month in the year of 2016".
- Information: Due to privacy concerns, the following is not pictured in this walkthrough. If you click on the "i" in the "Information" column, then a new window will load. This new window will show what appears to be duplicate information. In reality, there will be one row of information per transaction. One activity that would trigger having multiple transactions is an associate that has multiple bank accounts for direct deposit. You can click on the small "i" in the "Information" tab again to review the amount that was deposited, the transfer number for the deposit, the payment date, the currency type (US Dollar) and the account number.
- PM: This column will simply show a letter. This letter tells you how the paycheck was paid out. To review the description associated with this letter, simply click on the actual letter and then click on the tiny stacked boxes that appear directly beside it. The below screen will load. The column titled "Ctr" is the country. Since you are looking at a US paycheck, the only relevant codes are the ones that say "US" in this column. You can click on "Ctr" to sort by country code, thus all the USA payment types will be grouped together. As you can see by the photo, "D" stands for "Band transfer (ACH PPD)", more commonly known as Direct Deposit.



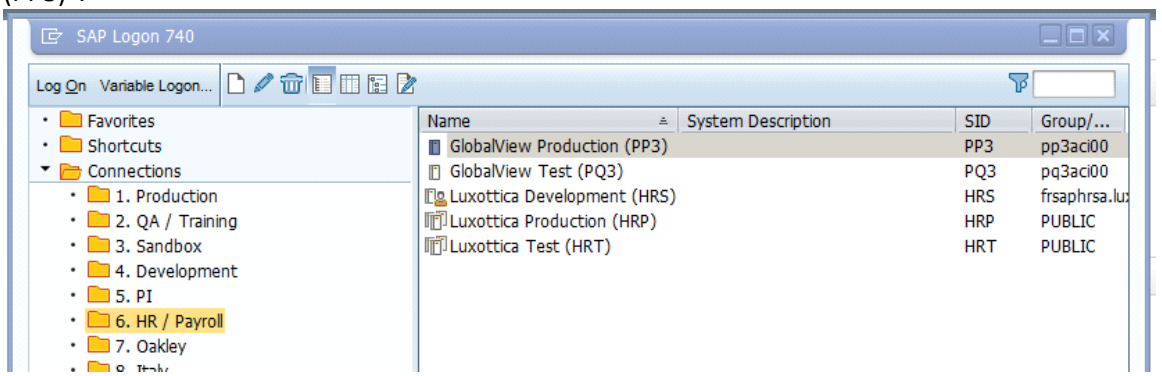
Ctr	PM	Description
ZA	A	ACB Payments
ZA	C	Prenumbered Cheques
VN	T	Bank Transfer
VE	C	Cheque
VE	E	Efectivo
VE	T	Transferencia Bancaria
UY	.	Streamline payment
UY	C	Cash
UY	H	Check
UY	T	Bank Transfer
US	C	Check
US	D	Bank transfer (ACH PPD)
US	I	Bank transfer (ACH IAT)
US	R	Remote Check Printing

- Payment Number: This is simply the check number.
- Amount: This is the gross pay. You will need to follow the actions listed in step 8 to review the net pay amount. If the associate has multiple bank accounts and you wish to uncover the amount of net pay that went to each account, simply follow the instructions in the information bullet point above.
- Crcy: This is the currency for the associate. For purposes of this document, it should always say "USD" for United States Dollars.
- Payroll Period: This is the pay period for which the paycheck is paid. For example, the paycheck dated 05.02.2016 is for days worked between 17.01.2016 through 30.01.2016. Review the Payment Date bullet point above for a detailed description of how to read these dates.

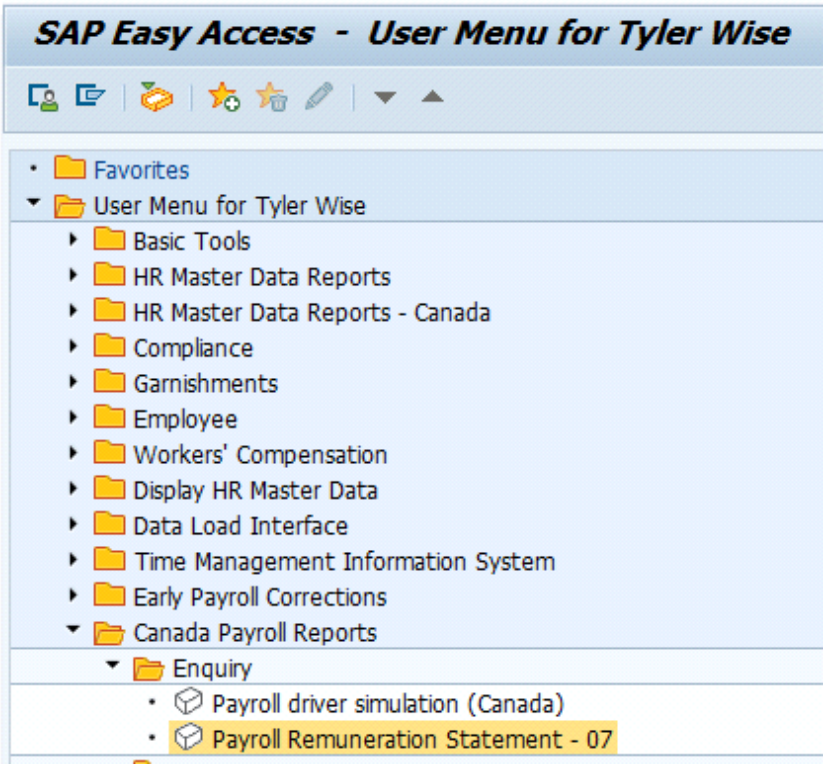
Canada

Tuesday, September 13, 2016
4:53 PM

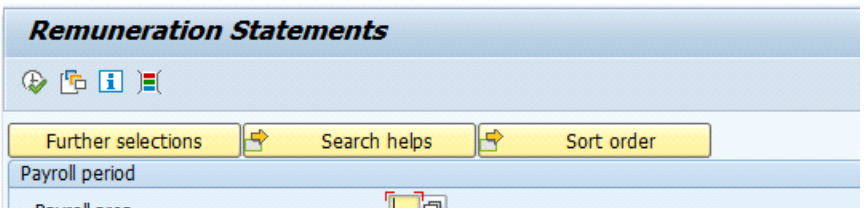
1. Log into Citrix. If you are unfamiliar with this process, review the page titled "SAP Records Portal" in the "System Access" tab.
2. Log into ADP. If you are unfamiliar with this process, review the page titled "ADP Access" in the "System Access" tab. (Remember! To access ADP's log in, you must select "GlobalView Production (PP3)".

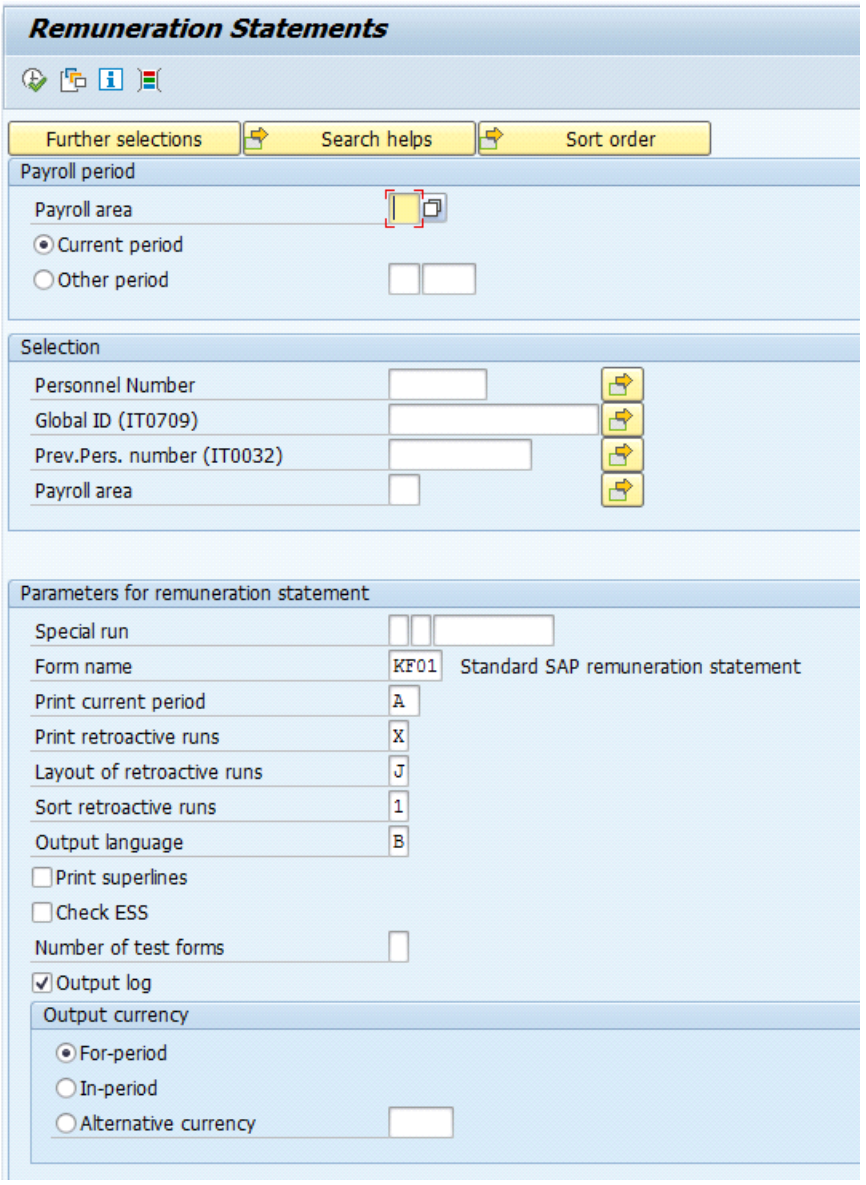


3. This screen will appear. To view Canada paychecks, follow the file path shown in the photo. (User Menu for [Your Name] > Canada Payroll Reports > Enquiry > Payroll Remuneration Statement - 07)



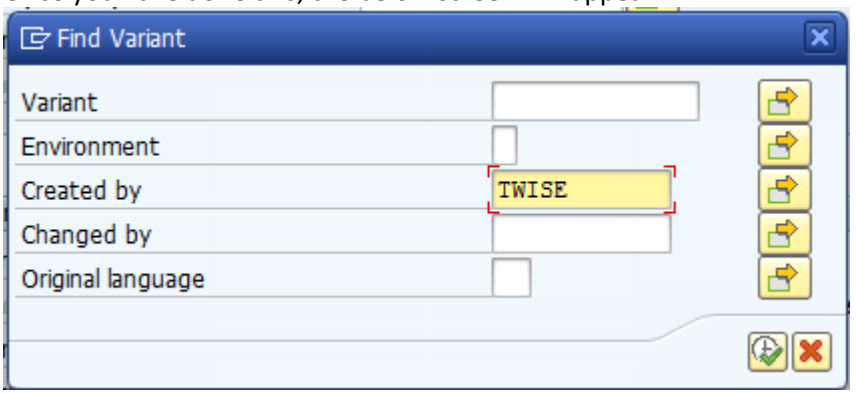
4. The following screen will appear. The first action you will take on this screen is setting your "variant".





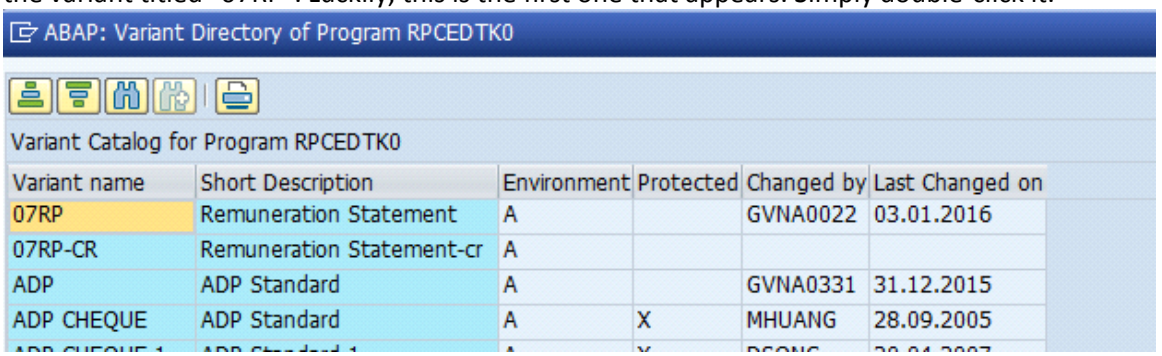
5. To get the variant, you should either press Shift+F5 or click the icon under the words "Remuneration Statements" that looks like:

Once you have done this, the below screen will appear.



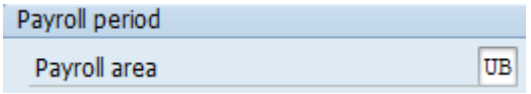
Notice that your log in credentials will appear in the "Created by" box. You will need to delete this out so that the box is completely blank and then press the F8 key or click the clock/green check mark in the bottom right.

Once you accomplish this, a new window with a very long list of variants will load. You will need the variant titled "07RP". Luckily, this is the first one that appears. Simply double-click it.



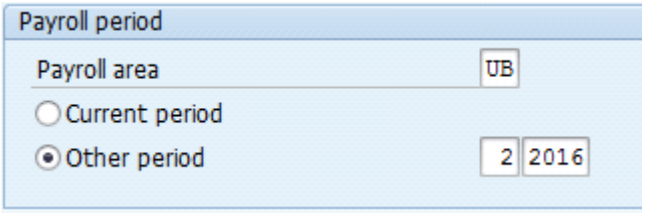
Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
07RP	Remuneration Statement	A		GVNA0022	03.01.2016
07RP-CR	Remuneration Statement-cr	A			
ADP	ADP Standard	A		GVNA0331	31.12.2015
ADP CHEQUE	ADP Standard	A	X	MHUANG	28.09.2005

6. You will be returned to the Remuneration Statements page pictured in step 4. You will notice that the previous two steps (5 and 6) have caused several of the fields to be populated. We will discuss each necessary field in the following steps.
7. The first field to be filled in is titled "Payroll area". This is the paycheck frequency. For our purposes, we will use bi-weekly pay frequencies. Therefore, you should delete whatever appears and enter "UB" so that it looks like the following picture.

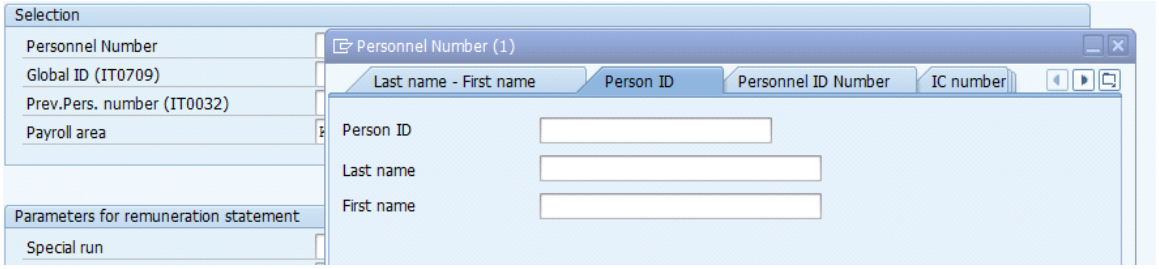


HINT! For a full list of available pay frequencies, click inside the "Payroll area" field and then click on the tiny stacked white boxes to the right.

8. You will now select the paycheck that you wish to view. If you wish to review the paycheck for the current pay period, simply click the bubble next to "Current period". If you wish to review a prior period the click the bubble next to "Other period". If you select "Other period" then you will now need to tell ADP which paycheck that you wish to review. In the two available fields, you will need to type the paycheck number and the year of the paycheck. For example, if you want to review the February 5, 2016 paycheck for someone that is paid on a bi-weekly cycle, then you would type a "3" in the first box. That is because the February 5, 2016 paycheck was the 3rd paycheck of 2016. Conversely, if you want to review the February 5, 2016 paycheck for someone that is paid weekly, you would enter a "6" in the first box and "2016" in the second. That is because if an associate is paid weekly, then February 5, 2016 would be the 6th paycheck of 2016. The following picture shows the successful completion of step 7 and 8.

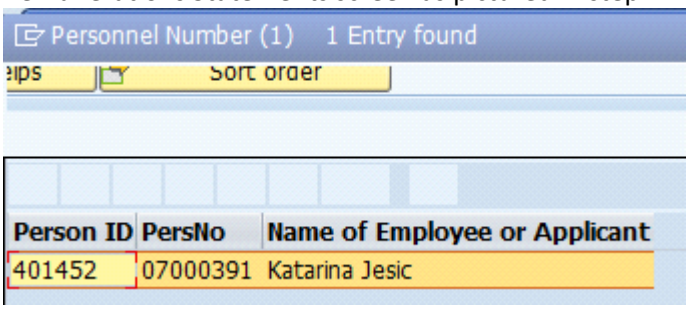


9. Now that you have told ADP the paycheck that you wish to review, it is time to select your associate. Just one section down is the "Selection" box. In this box you will see a field titled "Personnel Number". Click inside this field and then click the tiny stacked white boxes next to it. Once you have clicked the white boxes, a new window will appear. This window is pictured below and will give you the ability to search for the associate by Person ID (this is the individual's Lux ID) or by the name.



HINT! If you choose to search by name then it is important that you spell the entire name. When searching for "Brown", typing in "Bro" will not yield results for associates with the last name "Brown". Once you have typed in the Person ID or the individuals name, press Enter.

10. After pressing Enter, the below window will appear. Double click on the name of the associate that you wish to select. This window will close automatically and you will be returned to the Remunerations Statements screen as pictured in step 4.



11. You are ready to take a look at the paycheck stub! Simply press the F8 key or click on the clock/green checkmark. Notice the green clock/green checkmark you need to click is next to the button you clicked to select your variant in step 4.
12. For privacy purposes, the paycheck is not pictured in this walkthrough. If you look at a Canada associates paycheck though, you will be able to see plenty of information including the associate name, Lux ID, paycheck date, pay period dates, the associate's address, the associate's gross and net pays, as well as deductions for health plans and the account in which the pay was deposited (if the associate has direct deposit).
13. I you picked the incorrect paycheck or need to review multiple paychecks, then you can easily flip to another paycheck. Simply press F3 or click the green back arrow as shown here:

Now you can quickly repeat step 8 and then press F8 or click the green checkmark again.

Canada Translations

Friday, December 02, 2016
3:51 PM

AutBoni = 3628 Other Bonus
BoniMens = 3604 Bonus Monthly
BrutGlob = /101 Total Gross
ChProVac = 4202 Vacation change accrual
CommAvan = 3600 Commission
Cont.cac = 2302 Vacation Quota Payout (anniversary)
Divers = 2012 Misc Pay
FerieTr = 2009 Holiday Worked
Retenue regim = 7102 Health Plan
Hres min = 2014 Minimum Hours
HrsNormT = 2000 Regular
HrsProj = 2018 Project Hours
HSup@1.5 = 2115 Overtime
Impots = Taxes
Impots sur revenu normal = /302 Income Tax
Jr Ferie = 2002 Stat Holiday
LocatVeh = 3001 Car Leasing Allowance
Maladie = 2005 Sick
PrimeDir = 3008 Spiffs
Retenue inv = 7308 Long Term Disability
Retenue regim = 7102 Health Plan
ReunMag = 2011 Store Meeting
Ret. Totales = /110 Net Payment
VacCess = 4203 and 4203 - Vac Term
VacChaqu = 4205 Vacation Every Pay period
VacPris = 2019 Vacation Taken

Term Associates Access to ADP Paystubs

Tuesday, September 27, 2016
8:59 AM

Go to https://myaline.adp.com
Click 'Register for myALINE'
Enter registration code: lxu1-online
Click 'Yes'
It will ask for some personal information to help identify you; enter that info then click OK
You should receive a notices saying 'We have found you in our records'
Click OK and proceed with the remainder of the registration

Spiffs and Commissions

Thursday, October 20, 2016
11:02 PM

Missing SPIFF_Co...

Missing Spiffs & Commissions

Missing SPIFFs and Commissions Request: **Used when Spiffs/Commissions are not paid - MUST be submitted and approved by Regional Manager**

Submit request via email to: InternalHRCentral@luxotticaretail.com

Regional Manager's Name:

Regional Manager's LUX ID:

Regional Manager's Email:

Regional Manager's Phone:

INSTRUCTIONS: Complete the Regional Manager information boxes and the five open columns. Save and submit via email. Incomplete requests will be rejected.

LUX ID	ADP Perner	Wage Type Code	Wage Type Spiffs/Commissions			Amount	Currency			Week Ending (Saturday) Date	Employee Name
Example: 555123	*Do not use*	*3633*	*US Spiffs*			*18.00*	*USD*			*2/18/2017*	*John Smith*

Screen clipping taken: 4/12/2017 9:57 AM

Reason for error
Associate not active in POS

MIssing SPIFF_Co...

2017 PTO-VAC-SICK Plans Spreadsheet

Friday, September 09, 2016
12:08 PM

2017 PTO-...

2016 PTO-VAC-SICK Plans Spreadsheet

Friday, September 09, 2016
12:08 PM

(Revised 08-16-16)

2016 PTO-...

Accrual - PTO

Tuesday, September 27, 2016
4:15 PM

- PTO is accrued each pay period based on hours paid and is calculated according to an employee's PTO service date (the most recent start date of full-time employment).
- Employees begin to accrue PTO and use PTO on the first day of full-time employment and continue to accrue PTO every week that they are active and working.
- Hourly employees do not accrue PTO while on a leave of absence (LOA).

PTO Accrual Schedule for U.S. Retail Stores, Rx Operations, and Logistics

Length of Service	Accrual Rate	Annual Maximum
0 to 1 year	0.0192 hours per hour paid	40 hours
1 year to 5 years	0.0577 hours per hour paid	120 hours
5 years to 10 years	0.0769 hours per hour paid	160 hours
10 years or more	0.0962 hours per hour paid	200 hours

CSC, glasses.com, Oakley and Field Management

Length of Service	Accrual Rate	Annual Maximum
0 to 5 years	0.0577 hours per hour paid	120 hours
5 years to 10 years	0.0769 hours per hour paid	160 hours
10 years or more	0.0962 hours per hour paid	200 hours

Oakley Salary (same as CSC, glasses.com and Field Management but accrual is granted on a bi-weekly basis which equals to the following)

Length of Service	Accrual Rate	Annual Maximum
0 to 5 years	4.62 hours per bi-weekly pay period	120 hours
5 years to 10 years	6.16 hours per bi-weekly pay period	160 hours
10 years or more	7.70 hours per bi-weekly pay period	200 hours

Please remember that some locations accrue at a different rate than what is listed above due to the sick time. Please see the spreadsheet in the '2017 PTO-VAC-SICK Plans Spreadsheet' page.

Grandfathered Part-Time Employees

This applies to certain Pearle Vision, Sears Optical, Target Optical, RxO, and Logistics grandfathered part-time employees whose part-time status was effective on or before January 1, 2006.

Plan Year: February 1 through January 31

Accrual Schedule

- From the completion of 9 years and going forward, the employee will earn 0.0769 hours per hour paid (up to a maximum of 160 hours).
- From the completion of 10 years and going forward, the employee will earn 0.0962 hours per hour paid (up to a maximum of 200 hours).

The grandfathered part-time policy has no provision for carryover.

Borrowed PTO

Tuesday, September 27, 2016
4:21 PM

An employee may be permitted to borrow PTO before it has been accrued, thus creating a negative PTO balance. Effective January 1, 2015, (with the exception of RxO and Logistics employees) the maximum PTO balance an employee may borrow is 40 hours. RxO and Logistics employees may borrow up to 80 hours of PTO.

As of December 31, 2014, employees whose PTO balance exceeds the maximum negative balance allowed will not be eligible to take PTO until they return to below the maximum threshold. If an employee terminates Luxottica with a borrowed PTO balance, Luxottica will withhold the borrowed PTO from the employees final paycheck, where permitted by law.

Carryover PTO

Wednesday, September 28, 2016
2:55 PM

Although employees are encouraged to take time off throughout the year, employees may elect to carry over up to 40 hours of PTO into the next year. Any hours over 40 will be forfeited. (Only ZVP's can authorize any additional carryover exceeding the 40 hour limit.)

Some employees are eligible for unlimited carry over, subject to a maximum balance limit. This applies to all full-time employees working in California and Colorado and full-time employees working in Illinois who were hired prior to January 1, 2015. ***See California, Illinois and Colorado Carryover page.***

Carryover PTO - California, Colorado, Illinois

Wednesday, September 28, 2016
3:54 PM

Illinois - Applies to only full-time employees who were hired prior to January 1, 2015.

If an employee reached the set maximum balance limit, they will stop accruing PTO until they take time off. Unused PTO hours will automatically carry over to their new year provided the employee does not cause the balance to exceed the maximum limit. The PTO maximums are as follows:

Years of Service	Maximum Balance Limit
1 to 5 years	210 hours
6 to 10 years	280 hours
11 years or more	350 hours

If a California, Illinois, or Colorado employee transfers to another state, they will carry with them any accrued but unused PTO reflected on their paycheck stub. The employee must work with their new manager to use any PTO over 40 hours.

Payout of PTO

Wednesday, September 28, 2016
2:54 PM

- Accrued and unused PTO hours will be paid out to an employee upon termination or a change from full-time to part-time or casual part-time status.
- For hourly employees, the PTO payout is based upon the PTO balance reflected on the last paycheck stub in which the employee was consistently working full time hours.
- For salary employees, the PTO payout is based upon the accrued and used PTO balance reflected on the most recent record of PTO and called into the Luxottica Human Resource Service Center at 866-431-8484, following the options to payroll.

  In the following states, the manager is responsible for requesting PTO payout for terminated employees due to mandates concerning timing of pay. The manager should contact the Human Resource Service Center at 866-431-8484, following the options to payroll, to request a payout in the following states: AK, AZ, CA, CO, CT, DC, HI, IL, MA, MN, MO, NH, NM, NV, OR, TX, UT, VT, WV, WY.

PTO Pay Codes

Thursday, October 13, 2016
3:34 PM

PTO	Associate has taken PTO (Paid Time Off)
PTO ADP Paid	Paying an IMMEDIATE pay state person
PTO Payout	Associate has left the company OR they have gone from FT to PT

PTO Policy

Tuesday, September 27, 2016
4:10 PM

Policy Statement: You may use PTO to take a vacation, stay at home when you are sick, or for any other reason you need to take time away from work.

Applies to all full-time U.S. employees, except where state or local laws require a more favorable policy. ***California, Illinois, Colorado and grandfathered employees, please see California, Illinois and Colorado Carryover page.***

Questions: Contact the Luxottica Human Resources Service Center at 866-431-8484.

Puerto Rico PTO Sellback Policy

Tuesday, December 06, 2016
12:33 PM

Associate must have taken at least 5 consecutive PTO days in the last year.
Request must be submitted by regional manager or higher.
Off cycle checks will not be processed - hours will be added to the next payroll.

Forms can be emailed to internalhrcentral@luxotticaretail.com or faxed to 513-492-6967

Salary/Hourly PTO Balances

Wednesday, August 31, 2016
6:01 PM

Subject	**FW: salary/hourly PTO Balances**
From	Matthews, Rachel
To	Schewe Linda
Sent	Wednesday, August 31, 2016 5:39 PM

From: Rainville, Melody
Sent: Wednesday, May 11, 2016 2:27 PM
To: Daramola, Maty; Rodriguez, Vanessa; Muniz, Max; Mathews, Rachel; Stafford-Jones T racey; Thompson Carla; Coleman, Angela; Wilson, Lakeisha; Chame, Tracy; Johnson, Yolanda
Cc: Muhlhauser Mark; Abbott, Kathy
Subject: salary/hourly PTO Balances

Hello Team,

IF the associate has gone from SALARY to HOURLY, the manager is to call us and give us the Lux ID and PTO balances. We will then assign the ticket to Alicia Geller and she will enter the information into the system. When it is complete Alicia will assign the ticket back to us so we can reach out to the managers to let them know that it has been completed. We can do this via email.

If the associate is SALARY and calling about their PTO balances, unfortunately, we have no way of tracking that. Since they are salary, they are not required to clock in and out of Kronos and all time is counted the same, whether they are working or on PTO. If they have any questions, they should reach out to the Regional Manager.

If you have any questions, please don't hesitate to let me know.

Melody Rainville
HR Payroll Specialist
Team Lead
HR Central Group
Luxottica Retail
4000 Luxottica Place
Mason, OH 45040

<u>Salary to Hourly</u>

So negative balances go to Tiffany by way of Linda

For positive balances Tier 1 will simply create a ticket to Linda

Tiffany should never receive Canada issues (Cindy Rogers) once Cindy replies the Tier 1 associate will update it. This would be added to previous balance.

This should take about 5 min off the call (Alicia Gellar)

If you see “Adjusted Earning Limit” this associate has hit their accrual limit and will not begin accruing again until their anniversary.

Tracking PTO

Tuesday, September 27, 2016
4:25 PM

- Hourly employee's PTO balance is shown on each pay stub. PTO taken is entered by the employee's manager in the payroll system during each pay cycle. As with hours worked, it is the employee's responsibility to ensure PTO taken is accurately reported.
- Salary employees should maintain an up-to-date record of their PTO.

Manager's Responsibilities

- Ensure hourly employee's PTO is correctly entered into the payroll system each pay period.
- Ensure salaried employees maintain an up-to-date manual PTO record.
- Allow employees to use PTO in partial day increments down to one hour.
- If a salaried employee has exhausted their PTO, any absence of greater that one full day will be deducted from the employee's weekly base salary. The manager must call such absences into the Human Resource Service Center at 866-431-8484, following the options to Payroll.
- Accrued and unused PTO hours will be paid out to an employee upon termination or a change from full-time to part-time or casual part-time status.
- For hourly employees, the PTO payout is based upon the PTO balance reflected on the last paycheck stub in which the employee was consistently working full time hours.
- For salary employees, the PTO payout is based upon the accrued and used PTO balance reflected on the most recent record of PTO and called into the Luxottica Human Resource Service Center at 866-431-8484, following the options to payroll.

Using PTO While on Leave (LOA)

Thursday, October 13, 2016
3:58 PM

If you receive a call from associate who did not get paid their PTO time while out on LOA, please redirected them to their managers and not to Sedgewick. Sedgewick has nothing to do with that. The PTO will need to be processed via their managers.

Wholesale NY PTO

Tuesday, November 29, 2016
11:45 AM

Paid Time Off (PTO)

Rather than separate vacation time, personal time and sick time, the Company combines each of these benefits into a single category referred to as Paid Time Off (PTO). A PTO plan provides employees with greater flexibility to use paid days off from work as they choose for needs such as vacation, personal or family illness, doctor appointments, volunteerism or other reasons employees may need time off from work.

PTO is available to all regular, full-time employees. Individuals working under part-time, temporary, seasonal or contract status are not eligible to accrue PTO.

PTO Accrual

The plan year under the Luxottica USA Paid Time Off (PTO) policy is defined as January 1st – December 31st of any given year. Employees begin to accrue PTO on the first day of full-time employment and continue to accrue PTO every week that they are active and working based on their number of hours paid. Hourly employees do not accrue PTO while on a leave of absence (LOA).

PTO Accrual Schedules are as follows:

Service	Accrual Rate	Maximum PTO Accrual*
0 - 5 Years	0.05769 per hour paid	15 days
5 - 10 Years	0.07692 per hour paid	20 days
10 + Years	0.09615 per hour paid	25 days

** Maximum accrual for hourly Employees is based on a seven-hour work day*

Note: *Employees with greater PTO eligibility prior to January 1, 2008 are grandfathered accordingly.*

Unless an employee is on a LOA, he or she may be permitted to borrow PTO before it has been accrued creating a negative PTO balance. The maximum PTO balance an employee may borrow is 40 hours. Employees whose PTO balance exceeds the maximum negative balance allowed will not be eligible to take PTO until they return below the maximum threshold. If an employee terminates with a borrowed PTO balance, the company will withhold the borrowed PTO from the employee's final paycheck, where permitted by law.

PTO Reporting

All eligible Employees are required to report PTO taken and maintain an up-to-date record of their PTO. Hourly associates' PTO balance is shown on each pay stub. PTO taken is entered by the associate's manager in the payroll system during each pay cycle. As with hours worked, it is the associate's responsibility to ensure PTO taken is accurately reported.

Employees must request approval to use PTO from their immediate supervisor as far in advance as possible. Reasonable notice is expected unless the PTO is used for legitimate, unexpected illness or

emergencies. In all instances, PTO must be approved by the employee's supervisor. PTO will be approved in consideration with business operations. Failure to notify management when missing work constitutes an unexcused absence and may result in disciplinary action up to and including termination. The absence is charged against the Employee's available PTO.

PTO Payout

Accrued and unused PTO hours will be paid out to an employee upon termination of employment or change from full-time status. For hourly associates, the PTO payout is based upon the PTO balance reflected on the last paycheck stub in which the associate was consistently working full time hours. For salary associates, the PTO payout is based upon the accrued and used PTO balance. Payout details may vary where state mandates apply.

Carryover

Although employees are encouraged to take time off throughout the year, employees may elect to carry over up to 5 days of PTO into the next plan year. There is no sell back option for unused PTO, any days beyond this will be forfeited.

The employee is responsible for tracking and effectively using their allotted PTO hours throughout the year to avoid hardship to both the Employee and the Company. Failure to do so could lead to an employee forfeiting any PTO hours remaining beyond the permissible carryover.

Carryover Policy Concerning California, Colorado and Illinois

Some associates are eligible for unlimited carryover, subject to a maximum balance limit. This applies to all full-time associates working in California and Colorado, and full-time associates working in Illinois who were hired prior to January 1, 2015.

If an associate reaches the set maximum balance limit, they will stop accruing PTO until they take time off. Unused PTO hours will automatically carryover to their new year provided the associate does not cause the balance to exceed the maximum limit. The PTO maximums are as follows:

Years of Service	Maximum Balance Limit
1 - 5 years	210 hours
6 - 10 years	280 hours
11 + years	350 hours

If a California, Illinois or Colorado associate transfers to another state, they will carry with them any accrued but unused PTO reflected on their paycheck stub. The associate must work with their new manager to use any PTO over 40 hours. The employee will have 12 months from their date of transfer to use the excess PTO hours so that the time will not be lost.

2017 PTO-VAC-SICK Plans Spreadsheet

Friday, September 09, 2016
12:08 PM

(Revised 1/23/2017)

2017 PTO-...

Paid Sick Leave Overview

Wednesday, September 28, 2016
4:02 PM

Luxottica follows the applicable Paid Sick Leave laws below for the recognized City, State, or County; please direct callers with further questions to HR Solutions Group: 75017 or 866-431-8484 (option 4).

Connecticut

When can I use?	Employees may use paid sick leave after 120 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 40 hours worked up to 40 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over 40 hours of paid sick leave per year

California (see individual city differences below)

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 48 hours per year
How much can I use?	Employees can use 24 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick leave

San Diego, California

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 80 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick leave

Emeryville, California

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked per year
How much can I use?	Employees can use 48 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick leave

Los Angeles, California

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 48 hours per year
How much can I use?	Employees can use 48 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick time with a maximum balance cap of 72 hours

San Francisco, California

San Francisco applies to all positions PT & FT and all employees receive PTO. Partner with HR Compliance or Benefits for questions.

When can I use?	Employees may use paid sick leave after 90 days of employment

When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 72 hours per year
How much can I use?	Employees can use 72 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick time with a maximum balance cap of 72 hours

Pennsylvania - Philadelphia

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 40 hours worked up to 40 hours per year
How much can I use?	Employees can use 24 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused paid sick leave

Massachusetts

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 40 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 40 hours per year

Maryland - Montgomery County (effective 10/01/16)

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 40 hours worked up to 56 hours per year
How much can I use?	Employees can use 80 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 56 hours per year

New Jersey

Elizabeth, New Jersey

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 40 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 40 hours per year

Jersey City, New Jersey

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 40 hours per year
How much can I use?	Employees can have a max balance of 80 hours but may only use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 40 hours per year

New York

New York City (Including the 5 boroughs: The Bronx, Brooklyn, Manhattan, Queens, and Staten Island)

When can I use?	Employees may use paid sick leave after 120 days of employment

When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 40 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 40 hours per year

Oregon

When can I use?	Employees may use paid sick leave as soon as they accrue it
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 80 hours per year
How much can I use?	Employees can use 40 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 40 hours per year

Washington (state)

Seattle, Washington

When can I use?	Employees may use paid sick leave after 180 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 30 hours worked up to 72 hours per year
How much can I use?	Employees have a max balance of 144 hours and can only use 108 hours per year
Can I carry paid sick leave over?	Employees can carry over up to 72 hours per year

Tacoma, Washington

When can I use?	Employees may use paid sick leave after 180 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 40 hours worked up to 24 hours per year
How much can I use?	Employees can use up to 24 hours 1st year and up to 40 hours in following years
Can I carry paid sick leave over?	Employees can carry over up to 24 hours per year

Washington D.C.

When can I use?	Employees may use paid sick leave after 90 days of employment
When do I start accruing?	Employees begin accruing paid sick leave immediately upon hire
How much do I accrue?	Employees accrue 1 hour of paid sick leave for every 87 hours worked up to 24 hours per year
How much can I use?	Employees can use 24 hours per year
Can I carry paid sick leave over?	Employees can carry over all unused sick leave

Canada sick pay can be referenced within the Canada Associate Guide (HR Central > HR Solutions > Manager & Associate Guides)
https://frsapssp.luxottica.com:8443/saml2/idp/sso?RelayState=%2Firj%2Fportal

Direct callers with further questions regarding Paid Sick Leave to HR Solutions Group @ 866-431-8484 (option 4).

California Sick Leave

Wednesday, September 28, 2016
6:24 PM

California New PTO & Paid Sick Leave Plans to Meet New Paid Sick Leave Regulations

For CA Sick pay, it's a calculation that is built into Kronos. For them to be paid out correctly, we need to be putting this in as PTO SICK. They also will NOT see Sick in Kronos OR their timesheet -it's rolled into their PTO (which is why it has to be coded that way). FULL-TIME ASSOCIATES ONLY.

Frequently Asked Questions

Q. Who is eligible for California Paid Sick Leave?
A. All hourly and salaried full-time and part-time (including casual part-time and seasonal) associates who perform work in California are eligible for the paid sick leave benefit.

Q. How much paid time does an associate receive under the new Paid Sick Leave Plans?
A.

- **Part-Time Hourly Associates** accrue one hour of sick leave for every 30 hours worked, up to a maximum of 48 hours per year. Associates can carry over any accrued unused sick leave but may only use 24 hours of paid sick leave in any one year.
- **Full-Time Hourly Associates** who've been with the company less than one year accrue one hour of PTO for every 30 hours paid, up to a maximum of 48 hours d uring their first year of employment. Associates can carry over any accrued unused PTO but may only use 40 hours of PTO during the first year. After that first yea r, associates will follow the standard PTO plan for full-time associates.
- **Salaried Associates** have no change to their PTO policy; however, to ensure we are tracking accrual and use, associates will notice 24 hours of pa id sick leave on their paycheck. Associates may use their full 24 hour balance each year starting July 1 but cannot carryover an unused paid sick leave at the end of the year. ***Note: These 24 hours of paid sick leave are not in addition to, but included in, the designated amount of PTO that salaried associates can accrue under the PTO accrual scheduled.***

Q. When does PTO/Paid Sick Leave accrual or grant begin?
A.

Associate Status	Accrual/Grant Date Begins
Part-Time	07/01/15 or Date of Hire, whichever is later
Full-Time, employed < 1 year	At Date of Hire, with a higher accrual rate beginning 07/01/15
Full-Time, employed > 1 year	Date of Hire (no change)
Salaried	07/01/15 or Date of Hire, whichever is later 24 hour grant will renew every 12 months

Q. When can associates use PTO/Paid Sick Leave?
A. Associates may use their accrued PTO/Paid Sick Leave for any absences related to: the associate's or a family member's ill ness or medical care, including (1) diagnosis, care or treatment of an existing health condition; (2) preventative care; or (3) issues related to the employee being a victim of domestic violence, sexual assault, or stalking.

"Family member" includes child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, and registered domestic partner.

Full-time and salaried associates may use this PTO/Paid Sick Leave as soon as it is accrued or granted; part -time associates may use accrued Paid Sick Leave after 90 days of employment.

Q. How do I check accrued PTO/Paid Sick Leave balances?
A. Paid Sick Leave will appear on associate paychecks beginning July 10, 2015. Full -time associates will continue to see the time as "PTO"; part-time and salaried will see it listed as "Sick Balance". *Note: Sick Balances will not appear on part-time paystubs until the associate has been employed for 90 days.* If you have additional questions, you may contact the HR Solutions Group at 866 -431-8484 or email hrsolutions@luxotticaretail.com.

Q. How will we input and track an associates use of Paid Sick Leave?
A. Managers will enter as "Sick" in CIAO!, eyeNET, and SunDial POS locations or "PTO - Sick" in Tempo/Kronos locations for part-time, full-time and salaried associates. For salaried associates who do no appear in a POS or Tempo/Kronos timekeeping system, please call HR Solutions Group at 866 -431-8484 or email kronos@luxotticaretail.com to request use of paid sick leave.

Hours will be deducted from the PTO or Sick Balance shown on the associate's paycheck. Salaried associates who manually track their PTO should then deduct any used paid sick leave from their remaining PTO balance.

Beyond the negative PTO balance allowed under the Full-time PTO plan (does not apply to part-time associates), an associate will not be paid for any hours taken in excess of his or her accrued balance.

Q. What rate of pay will an associate receive when using paid sick leave?
A. Associates will be paid at their base hourly rate, provided their pay does not fluctuate from week to week. However, if an associate receives commissions in addition to a base hourly rate, we will divide the total compensation for the previous 90 days by the number of hours the associate worked and pay the associate that rate. The pay will appear on the associate's check as "CA Sick Pay" or "SF Sick Pay" (San Francisco only).

Please note: Although Luxottica will make all attempts to pay sick leave in the same payroll period in which the leave was taken, associat es may see payment for their sick leave delayed until the next regularly scheduled payday due to delays that may occur when calculating commission payments.

Q. Will we require associates to give us notice of their need for paid sick leave?
A. Yes. When the need to take sick leave is foreseeable, such as scheduled appointment, the associate shall provide treasonab le advance notice. Where unforeseeable, associates will be required to notify us as soon as practicable and follow the normal call-in procedures. For example, associates should not be permitted to come in an hour late without notice and say that they wish to use PTO/Paid Sick Leave, unless they have a legitimate reason for their lack of notice.

Q. Will an associate be asked to provide a doctor's note verifying the need for paid sick leave?
A. We may not ask for a doctor note or any other type of verification unless the associate is out for more than three consecu tively scheduled days. If management feels an associate is abusing the paid sick leave benefit, they can contact the HR Solutions Group at 866-431-8484 or email hrsolutions@luxotticaretail.com. Possible signs of abuse may include but are not limited to:

- Repeated use of unscheduled sick leave on or adjacent to weekends, regularly scheduled days off, holidays, vacation or pay da y.
- Taking leave on days when other leave has been denied.
- A pattern of taking leave on days when the associate is scheduled to work a shift or perform duties perceived as undesirable.
- Evidence that an associate engaged in an activity that is not consistent with the associate being sick or with the associate using sick leave for a covered reason.

Q. Can an associate be required to find coverage for their absence?
A. No. We cannot require the associate to search for and or find a replacement as a condition of using paid sick leave.

Q. Can paid sick leave count as an absence under the attendance policy?
A. No. The ordinance specifically states that it is unlawful for employers to count paid sick leave as an absence that may re sult in discipline, discharge, demotion, suspension, or any other adverse action. However, any related absences extending beyond an associate's accrued PTO/Paid Sick Leave balance will count as an unexcused absence, provided the absence is not covered by Company-approved leave of absence or other applicable law.

Q. Is using paid sick leave the same as taking intermittent leave under the Family Medical Leave Act (FMLA)?
A. No. Paid Sick Leave differs from intermittent FMLA leave in many ways. Most importantly, associates do not have to contact Leave Administration or submit medical certification paperwork before using paid

sick leave. As long as associates have accrued enough hours of PTO/Paid Sick Leave to cover the absences and provided sufficient notice for their individual circumstances, they may use their PTO/Paid Sick Leave without further Company approval.

Note: Associates should still contact Leave Administration at 866-431-8484 (or visit the HR Central Self-Service Portal) to initiate a leave of absence if their absence is due to their own or a covered family member's serious health condition. Please refer associates to the Luxottica Associate Guide for additional information on FMLA and Company Medical Leave requirements. In such cases, associates may choose to use their accrued, unused PTO/Paid Sick Leave while taking a Leave of Absence (LOA). Managers should enter the time as "Sick" or "PTO- Sick" in the corresponding POS (see above), which will run concurrently with their designated LOA.

Q. What if an associate's employment status changes in a calendar year?
A.

- **Part-time to Full-time:** If an associate's status changes from part-time to full-time, their status change date will be the date used to determine when full-time rules begin to apply. Associates will not lose the paid sick leave they have accrued and will need to contact HR Service Center (866-431-8484, option 1 four times) to request that their remaining accrued Sick balance be transferred to PTO hours.
- **Full-time to Part-time:** If an associate's status changes from full-time to part-time, any accrued, unused PTO hours beyond the annual 48 hour paid sick leave max will be paid out at the time of their status change. They will then be eligible to begin accruing paid sick leave under the part-time Paid Sick Leave plan.

Q. Are we required to pay out an associate's accrued, unused Paid Sick Leave when the associate terminates?
A. Part-time associates will not be paid out their remaining Paid Sick Leave. Full-time associates will be paid out their remaining accrued PTO balance.

Q. If I leave the company and am rehired, will I need to re-accrue Paid Sick Leave?
A. If you are a part-time associate and are rehired after being separated from the company for less than 12 months, all previously accrued but unused Paid Sick Leave will be reinstated. Full-time associates however, will begin accruing all over again, as remaining PTO balances were paid out at the time of termination.

Q. What if I am in a California city that already has an established Paid Sick Leave law?
A. We will provide the more generous benefit to an associate when the local and state laws differ. If you have any questions about your specific Sick Leave benefit, please contact HR Solutions at 866-431-8484 or email hrsolutions@luxotticaretail.com.

Canada Sick Leave

Friday, September 30, 2016
11:38 AM

Sick leave provides unscheduled time off for ordinary short-term illnesses so associates will not have to use vacation time or forfeit pay for this purpose. Sick leave can be taken in full day or half day increments.

All full-time and regular part-time associates may be eligible for paid sick leave after completion of the first 90 days of employment. Before the completion of the first 90 days, all time taken for sick leave will be unpaid. ***Note: If an associate moves from casual part-time to part-time/ full-time status, there will be a 90 day probationary period before they begin accruing sick leave.***

- Full-time associates may be eligible to receive a maximum of 40 hours of paid sick leave each calendar year (January 1 - December 31).
- Regular part-time associates may be eligible for a maximum of three days (not to exceed 24 hours) of paid sick leave each calendar year (January 1 - December 31).
- Casual part-time and Seasonal/Temporary associates do not receive paid sick leave
- All sick leave hours are paid at the associate's straight time rate.
- Sick leave may not be carried over from one calendar year to the next.

The Company reserves the right to request medical certification when sick leave is taken.

90 Day Probation

If the employee is hired throughout the year or in the last part of the previous year, then their sick hour entitlement will be reflected on the pay period following their 90 day probation period. No proration is done for the hours based on their date of hire. Once the 90 day period is over, the associate is allocated the full sick hour entitlement regardless of when they were hired (ie. 40 hours for full time and 24 hours for part time associates). The number of hours will be based on the employee's employment category on their 90 day anniversary.

PT to FT

Associate will have 16 hours added to their sick hour entitlement.

FT to PT

Associate will have 16 hours removed from their sick hour entitlement. If this puts the associate into negative then the hours will be loaded as 0 hours.

Casual to FT/PT

As long as the associate has fulfilled the 90 day probation period, the full entitlement (based on employment category) would be loaded at that time.

FT/PT to Casual

Any remaining sick days are removed.

Using Sick Days

- When the associate uses sick hours, the manager will record the sick hours in the time keeping system.
- The hours entered will be paid out as sick hours using the employee's current rate. The sick days balance will be reduced by the number of sick hours paid.
- The paystub will reflect the sick hours paid. The remaining balance will be displayed on the paystub.

- The manager is responsible for ensuring that they do not enter more sick hours than what the associate is eligible for. If the manager sends more sick hours than what the associate has remaining in their balance for the year, the ineligible hours will be rejected and only the hours that the associate is eligible for will be paid.

Connecticut Sick Pay Rules

Friday, October 21, 2016
10:22 AM

Part-time to Full-time: If an employee's status changes from PT to FT, their status change date will be the date used to determine when FT rules begin to apply. Associates will not lose the paid sick leave they have accrued and will need to email kronos@luxotticaretail.com to request that their remaining Sick Balance be transferred to PTO hours.

Full-time to Part-time: If an employee's status changes from FT to PT, any accrued, unused PTO hours beyond the annual 48 hour paid sick leave max will be paid out at the time of their status change. They will then be eligible to begin accruing paid sick leave under the part-time Paid Sick Leave plan.

New York City Paid Sick Leave Plans

Friday, October 21, 2016
10:28 AM

FAQ's

Q. Who is eligible for New York City Paid Sick Leave?
A. All employees who perform work in the city of New York (including the five boroughs: Bronx, Brooklyn, Manhattan, Queens, Staten Island) are eligible for the paid sick leave benefit. This includes seasonal, casual, and part-time employees.

Q. How much paid time does an employee receive under the Paid Sick Leave plan?
A. **Part-Time Employees** accrue on hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours per year. Associates can carry over up to 40 hours per year but may only use 40 hours of paid sick leave in any one year.
Full-Time Employees who've been with the company less than a year accrue one hour of PTO for every 30 hours worked, up to a maximum of 40 hours, during the first year. After that first year, employees will follow the standard PTO plan for full-time employees.

Q. Why PTO instead of Paid Sick Leave for Full-Time Employees?
A. The law allows companies to meet the paid sick leave requirements with a PTO plan as long as it is at least as generous as what the law requires. By modifying the accrual rate during the first year of employment, our new Full-Time PTO plan for New York City associates provides the coverage required while still offering flexibility.

Q. When does PTO/Paid Sick Leave accrual begin?
A.

Associate Status	Accrual Date Begins
Part Time	04/01/14 or Date of Hire, whichever is later
Full Time	Date of Hire

Q. When can employees use PTO/Paid Sick Leave?
A. Employees may use their accrued PTO/Paid Sick Leave for any absences related to (1) the employee's or a family member's illness or medical care; or (2) a business or school closure caused by a public health emergency. 'Family member' includes child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, and registered domestic partner. The child, parent, sibling, grandparent, and grandchild relations include relationships resulting from adoption, step-relationships, and foster-care relationships. In addition, 'child' and 'parent' includes the child or parent of a spouse or domestic partner, and a child of a person who is performing some duties of a parent under court order (legal ward or in loco parentis). Full-time employees may use this PTO as soon as it is accrued; part-time employees may use the accrued hours once they have worked 80 hours and 120 days.

Q. How do I check accrued PTO/Paid Sick Leave balances?
A. Accrued PTO/Paid Sick Leave appears on employee's paychecks. Part-time associates will see the accrued time under 'Sick Balance'. (Note: Sick Balances will not appear on seasonal, part-time and casual part-time paystubs until the employee has been employed for 120 days and 80 hours.) If you have additional questions, you may contact the HR Solutions Group at 1-866-431-8484 or email hrsolutions@luxotticaretail.com.

Q. Ho will we input and track an employee's use of paid sick leave?

A. Managers will enter as PTO in the POS for both part-time and full-time employees. The hours used will be deducted from the PTO or Sick Balance shown on the employee's paycheck. Beyond the negative PTO balance allowed under the Full-Time PTO plan (does not apply to part-time employees), an employee will not be paid for any hours taken in excess of his or her accrued balance.

Q. will re require an employee to give us notice of their need for paid sick leave?
A. Yes. Where the need for sick leave is foreseeable, employees must provide at least 7 days advance notice. Where unforeseeable, employees will be required to notify us as soon as practicable and follow the normal call-in procedures. For example, employees will not be permitted to come in an hour late without prior notification and then say that they wish to use PTO/Paid Sick Leave.

Q. Will an employee be asked to provide a doctor's note verifying the need for paid sick leave?
A. We may not ask for doctors' notes or any other type of verification unless the associate is out for more than 3 consecutive days. If management feels an associate is abusing the paid sick leave benefit, they can contact the HR Solutions Group at 1-866-431-8484 or email hrsolutions@luxotticaretail.com. Possible signs of abuse may include but are not limited to:

- Repeated use of unscheduled sick leave on or adjacent to weekends, regularly scheduled days off, holidays, vacation, or pay day.
- Taking leave on days when other leave has been denied.
- A pattern of taking leave on days when the employee is scheduled to work a shift or perform duties perceived as undesirable.
- Evidence that an employee engaged in activity that is not consistent with the associate being sick or with the associate using sick leave for a preventative medical appointment.

Q. Can an employee be required to find coverage for their absence?
A. No. An associate is not required to find a replacement to cover their shift but is encouraged to seek out and participate in voluntary shift trades.

Q. Can paid sick leave count as an absence under the attendance policy?
A. No. The ordinance specifically states that it is unlawful for employers to count paid sick leave as an absence that may result in discipline, discharge, demotion, suspension, or any other adverse action. However, any related absences extending beyond an employee's accrued PTO/Paid Sick Leave balance will count as an unexcused absence, provided the absence is not covered by a Company-approved leave of absence or other applicable law. Retaliation against any employee that asserts his or her rights to receive paid sick leave is strictly prohibited.

Q. Is using paid sick leave the same as taking intermittent leave under the Family Medical Leave Act (FMLA)?
A. No. Paid sick leave differs from intermittent FMLA leave in many ways. Most importantly, employees do not have to contact Leave Administration or submit medical certification paperwork before using paid sick leave. As long as employees have accrued enough hours of PTO/Paid Sick Leave to cover their absences and provided sufficient notice for their individual circumstances, they may use their PTO/Paid Sick Leave without further Company approval.
Note: Employees should still contact Leave Administration at 1-866-431-8484 to initiate a leave of absence if their absence is due to their own or a family member's serious health condition. Please refer employees to the Luxottica Associate Guide for additional information on FMLA and Company Medical Leave requirements. In such cases, employees may choose to use their accrued, unused PTO/Paid Sick Leave while taking a leave of absence. Managers should enter the times as PTO, which will run concurrently with their designated leave of absence.

Q. What if an employee's employment status changes in a calendar year?
A. **Part-Time to Full-Time:** If an employee's status changes from part-time to full-time, their status change date will be the date used to determine when full-time rules begin to apply. Employees will not

lose the paid sick leave they have accrued and will need to email kronos@luxotticaretail.com to request that their remaining accrued Sick balance be transferred to PTO hours.
Full-Time to Part-Time: If an employee's status changes from full-time to part-time, any accrued, unused PTO hours beyond the annual 40 hour paid sick leave requirement will be paid out at the time of the status change. The employee will then be eligible to begin accruing paid sick leave under the part-time Paid Sick Leave plan.

Q. Are we required to pay out an employee's accrued, unused sick leave when the associate terminates?
A. Part-time associates will not be paid out their remaining Paid Sick Leave. However, full-time associates will be paid out their remaining PTO balance.

Q. If I leave the company and am re-hired, will I need to re-accrue paid sick leave?
A. if you are a part-time associate and re-hired after being separated from the company for less than 6 months, all previously accrued but unused Paid Sick Leave will be reinstated. Full-time associates however, will begin accruing all over again, as remaining PTO balances were paid out at the time of termination.

Wholesale New York - Sick Leave

Tuesday, November 29, 2016
11:56 AM

Eligibility for PTO/Sick Leave

PTO/Sick Leave benefits are available to all NYC Luxottica employees in any capacity *(full-time, part-time or seasonal)* who:

- Work in the New York City office
- Are field based employees who live in New York City (as their work location defaults to where they live)

PTO/Sick Leave Accruals and Use

Full-Time Employees

Full-time employees will begin to accrue PTO immediately upon date of hire. PTO may be used for any reason, including those covered by the paid sick leave law.

Part-Time/Seasonal Employees

Part-time/Seasonal employees are eligible for PTO/Sick Leave benefits. Part-time employees may use their accrued time for any absences related to: (1) the employee's or a family member's illness or medical care; or (2) a business or school closure caused by a public health emergency. The below table shows rates of accrual, date accrual begins and the when PTO/Sick Leave can be used.

Employee Type	Rate of Accrual	Date Accrual Begins	Date Sick Leave Can Be Used
Existing Employees	1 hour for every 30 hours worked (max 5 days)	April 1, 2014	July 30, 2014
New Employees	1 hour for every 30 hours worked (max 5 days)	First day of employment	120 days after 1st day of employment

Carryover

An employee can carry over up to 40 hours of unused sick leave to the next calendar year. However, an employee can only use up to 40 hours of sick leave per calendar year.

Store Emails

Tuesday, February 14, 2017
4:38 PM

LC: GMxxxx@lcstores.lenscrafters.com
SGH: XXXX@sghstore.com
PV: PRLxxxx@luxotticaretail.net
Sears: Soxxxx@soptical.net
Target: Toxxxx@targetoptical.net
Oakley: ostoreXXXmanager@oakley.com
ILORI: IRLxxxx@luxotticaretail.net

Citrix Access

Thursday, September 08, 2016
5:36 PM

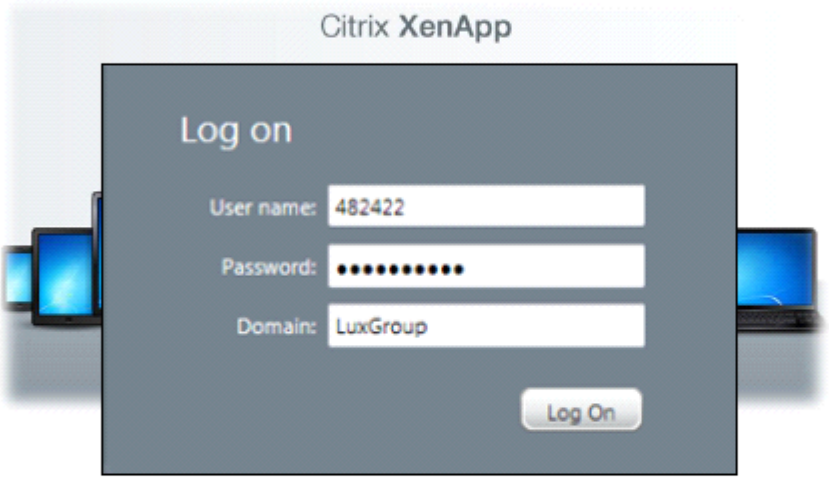
General Access to the Citix XenApp Portal

Process for logging into Citrix, the web application used to run ADP and SAP. Use these steps as a guide to access SAP.

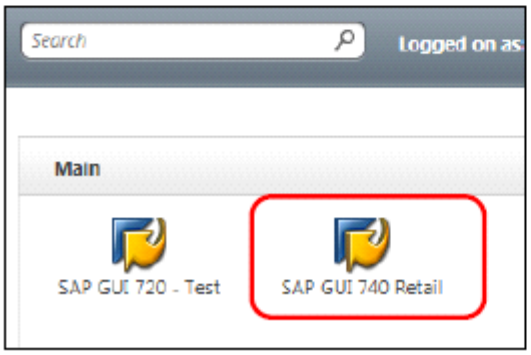
Step 1: Go to the Citrix web application.

Step 2: Log in using the following information:

- User name: Your Luxottica ID
- Password: Your network password (password reset contact: 5-2222)
- Domain: LuxGroup



Step 3: Once you log in the below window will load. From the resources available, click on "SAP GUI 740 Retail." It will normally take several seconds for the new window to load. It will not load in your web browser as it is a new window.



ADP Access

Thursday, September 08, 2016
5:41 PM

General Access to ADP Payroll Portal

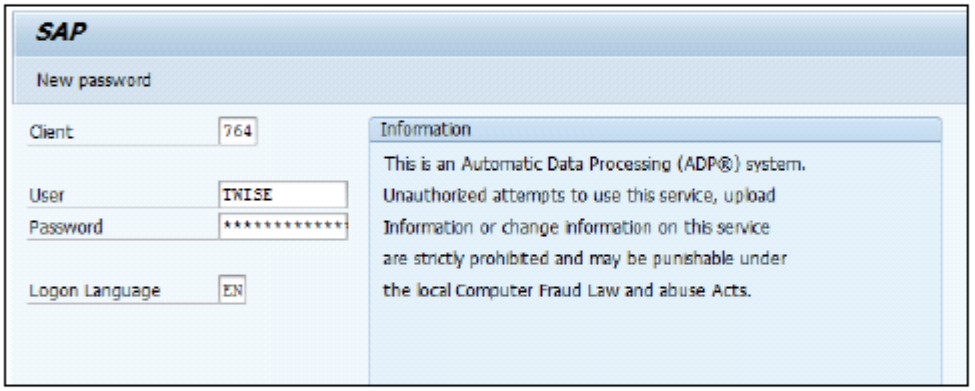
Review paychecks dated on or after January 1, 2016 through ADP

Process for logging into ADP, the program used to review pay stubs. Use these steps as a guide to access ADP.

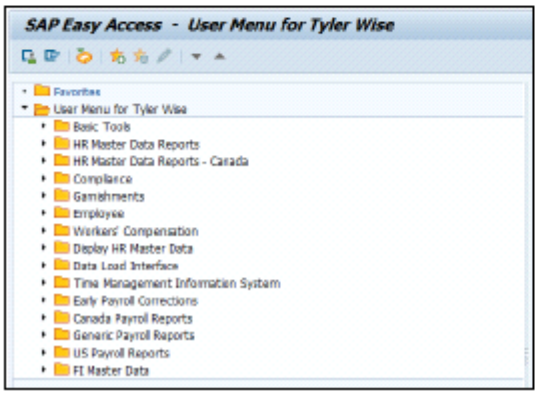
Step 1: Log into Citrix. If you are unfamiliar with this process, review the document titled "General Access to the Citrix XenApp Portal".

Step 2: Log in using the following information:

1. Client: 764.
2. User: Initial of your first name followed by your complete last name.
   Example: John Doe User is jdoe
3. Password: ADP requires a unique password
   ADP password resets contact Brianna Zerbe at BZerbe@LuxotticaRetial.com.
4. Press Enter



Step 3: The following menu will appear.



SAP Records Portal

Thursday, September 08, 2016
5:41 PM

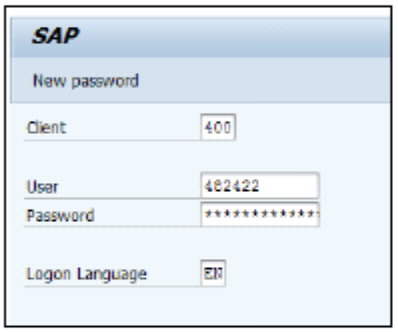
General Access to the SAP Records Portal

Process for logging into SAP, the program you will use to review employee information like rate of pay and employment dates. Use these steps as a guide to access SAP.

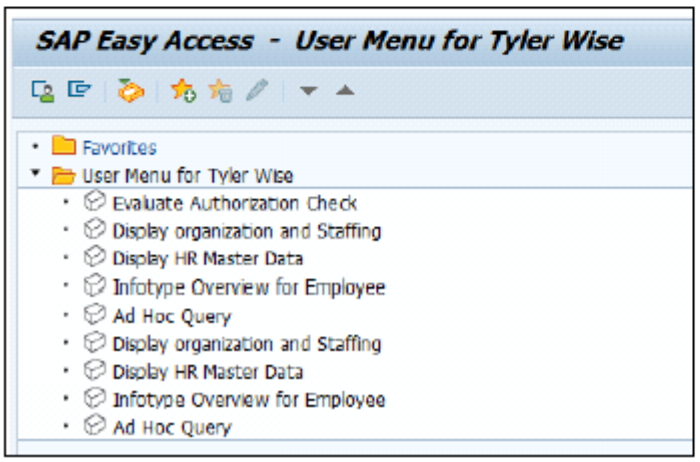
Step 1: Log into Citrix. If you are unfamiliar with this process, review the document titled "General Access to the Citrix XenApp Portal".

Step 2: Log in using the following information:

1. Client: 400
2. User: Your Luxottica ID
3. Password: default password is 12345678.
   SAP password resets contact Randy Smith (rsmith@luxotticaretail.com)
4. Press Enter



Step 3: Once you have logged in, the below menu will be displayed.



Call Back in Queue (CBinQ) Guidelines

Thursday, November 17, 2016
8:35 AM

CBinQ is triggered as an option when **ALL** of the following conditions are met:

- The average wait time for calls is > 90 seconds.
- The number of calls holding in queue is < 60.
- The time is between 8:00am - 5:30pm EST.

Live calls (someone is holding on the line) will take priority over CBinQ's until the CBinQ has been holding for a specific period of time.

Canada Minimum Wage

Thursday, September 15, 2016
8:47 AM

Province	2016 Minimum Wage
Alberta	$11.20
British Columbia	$10.45
Manitoba	$11.00
New Brunswick	$10.30
Newfoundland	$10.50
Nova Scotia	$10.60
Ontario	$11.25
Prince Edward Island	$10.50
Quebec	$10.55
Saskatchewan	$10.50

Canada Wage Deductions Overview (as of 12/28/15)

Thursday, September 15, 2016
8:46 AM

Province	Recovery Method	Check with Lux if Associate Signed Guide	Deduction Limits	Notes
Alberta	Authorization Form	Yes	None	
British Columbia	Authorization Form	Yes	None	
Manitoba	Auto Deduct	Yes	Must notify and set repayment plan	Employers can correct any payroll errors as soon as the employee or employer notices them. Employees and employers should agree on how and when to make the correction, such as paying in regular installments or in one lump sum. If employer and employee cannot agree on how and when the payroll error will be corrected, employer can deduct the amounts equal to what would be allowed if they had a garnishment under The Garnishment Act.
New Brunswick	Authorization Form	Yes		Web site says Labour Board has set criteria - still need to find those regulations
Newfoundland	Auto Deduct			
Nova Scotia	Auto Deduct		None	Deductions for losses, damages and other employee debts require written authorizations and cannot go below minimum wage
Ontario	Authorization Form	No		No blanket form permitted
Prince Edward Island	Authorization Form	Yes	None	
Quebec	Authorization Form	Yes	None	
Saskatchewan	Authorization Form	Yes	None	

Minimum Wage - U.S.

Wednesday, September 14, 2016
5:40 PM

U.S. State	2016 Minimum Wage
Alabama	$7.25
Alaska	$9.75
Arizona	$8.05
Arkansas	$8.00
California	$10.00
Colorado	$8.31
Connecticut	$9.60
Delaware	$8.25
District of Columbia	$11.50 (as of 7/1/16)
Florida	$8.05
Georgia	$7.25
Guam	$8.25
Hawaii	$8.50
Idaho	$7.25
Illinois	$8.25
Indiana	$7.25
Iowa	$7.25
Kansas	$7.25
Kentucky	$7.25
Louisiana	$7.25
Maine	$7.50
Maryland	$8.75 (as of 7/1/16)
Massachusetts	$10.00
Michigan	$8.50
Minnesota	$9.50 (as of 8/1/16)
Mississippi	$7.25
Missouri	$7.65
Montana	$8.05
Nebraska	$9.00
Nevada	$8.25
New Hampshire	$7.25
New Jersey	$8.38
New Mexico	$7.50
New York	$9.00
North Carolina	$7.25
North Dakota	$7.25
Ohio	$8.10
Oklahoma	$7.25
Oregon	$9.75 (as of 7/1/16)
Pennsylvania	$7.25
Puerto Rico	$7.25
Rhode Island	$9.60
South Carolina	$7.25
South Dakota	$8.55
Tennessee	$7.25
Texas	$7.25
Utah	$7.25
Vermont	$9.60
Virgin Islands	$7.25
Virginia	$7.25
Washington	$9.47
West Virginia	$8.75
Wisconsin	$7.25
Wyoming	$7.25

Minimum Hours			
State	State Requirements	Previous Kronos Configuration	New Kronos Configuration
New York	Employees who report for a scheduled shift must be paid for at least 4 hours, unless the employee works FT and makes more than minimum wage	All employees, regardless of FT/PT status or pay = 4 hours	Automatic pay rule–dependent on employee FT status and pay: ➔ >$12/hr and FT = pay only for hours worked ➔ <$12 and FT = 4 hours ➔ All PT employees = 4 hours
Connecticut	Employees who report for a scheduled shift must be paid for at least 4 hours, unless employee agrees to be regularly scheduled for less than 4 hours, but no less than 2 hours, by signing a written waiver.	All employees, regardless of waiver status = 4 hours	Automatic pay rule of 2 or 4 daily hours – dependent on identification of signed waiver in employee's profile (signed waiver = 2 hrs; no waiver = 4 hours)

Screen clipping taken: 4/17/2017 9:37 AM (Kronos was updated to reflect this rule on 3/26/17.)

https://www.dol.gov/whd/minwage/america.htm#content

Overtime

Monday, December 05, 2016
10:07 AM

As of August 1, 2016

State	Daily Overtime	Weekly Overtime	7th Consecutive Day	Notes
Alabama		40		
Alaska	8	40		Under a voluntary flexible work hour plan approved by the Alaska Department of Labor, a 10 hour day, 40 hour work week may be instituted with premium pay after 10 hours a day instead of after 8 hours. The premium overtime pay requirement on either a daily or weekly basis is not applicable to employers of fewer than 4 employees.
Arizona		40		
Arkansas		40		
California	8 over 12 hours is double time	40	On 7th day: First 8 hours is time and half, over 8 hours on 7th day is double time.	Any work in excess of eight hours in one workday, in excess of 40 hours in one work week, or in the first eight hours worked on the seventh day of work in any one work week shall be at the rate of one and one-half times the regular rate of pay. Any work in excess of 12 hours in one day or in excess of eight hours on any seventh day of a work week shall be paid no less than twice the regular rate of pay. California Labor Code section 510. Exception apply to an employee working pursuant to an alternative work week adopted pursuant to applicable Labor Code sections and for time spent commuting. (See Labor Code section 510 for exceptions.)
Colorado	12	40		
Connecticut		40		
Delaware		40		
D.C.		40		
Florida		40		
Georgia		40		
Guam		40		
Hawaii		40		An employee earning a guaranteed monthly compensation of $2,000 or more is exempt from the State overtime law.
Idaho		40		
Illinois		40		
Indiana		40		
Iowa		40		
Kansas		46		
Kentucky		40 7th day		The 7th day overtime law, which is separate from the minimum wage law, required premium pay on the seventh day for employees who work seven days in any one work week.
Louisiana		40		
Maine		40		
Maryland		40		
Massachusetts		40		
Michigan		40		
Minnesota		48		
Mississippi		40		
Missouri		40		
Montana		40		
Nebraska		40		
Nevada	8	40		The premium overtime pay requirement on either a daily or weekly basis is not applicable to employees who are compensated at not less than one and one-half times the minimum rate ($7.25).
New Hampshire		40		
New Jersey		40		
New Mexico		40		
New York		40		
North Carolina		40		
North Dakota		40		
Ohio		40		

Oklahoma		40		
Oregon		40		
Pennsylvania		40		
Puerto Rico	8 and double time on statutory rest day	40 (double time)		
Rhode Island		40		Time and one-half premium pay for work on Sundays and holidays in retail and certain other businesses is required under two laws that are separate from the minimum wage law.
South Carolina		40		
South Dakota		40		
Tennessee		40		
Texas		40		
Utah		40		
Vermont		40		The State overtime pay provision has very limited application because it exempts numerous types of establishments, such as retail and service; seasonal amusement/recreation; hotels, motels, restaurants; and transportation employees to whom the federal (FLSA) overtime provision does not apply.
Virgin Islands	8	40	On 6th and 7th consecutive days.	
Virginia		40		
Washington		40		Premium pay not applicable to employees who request compensating time off in lieu of premium pay.
West Virginia		40		
Wisconsin		40		
Wyoming		40		

W2 - U.S. and T4 - Canada

Thursday, October 13, 2016
4:17 PM

These requests will need to go to Rachel Matthews (T4) or Sheri Keller (W2). The turn around time for this request is 24 - 48 business hours.

Please ensure that you are providing:
Lux ID #
Name
SSN
Email

W2 - Former Employees

Friday, February 03, 2017
9:12 AM

MyAline L...

Oakley employee termed prior to 9/2016, ADP does not have access to W2's. They should visit ipay.adp.com.

Aline Registration Code: LXU1-ONLINE
ADP Registration Code: OAKLEY-USA

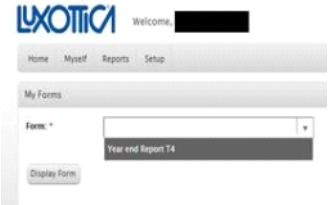
T4 Access - Current Employee

Friday, March 03, 2017
2:33 PM

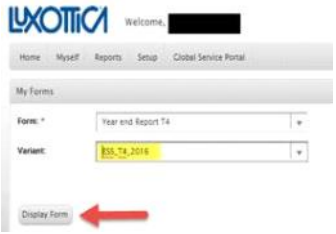
You can also view your T-4 (or RL-1) online by completing the following steps:

1. Log into HR Central with your username and password.
2. Select the **My Pay icon on** your home screen.
3. Click on the **Reports** tab at the top of your screen and then select **My Forms.**

4. In the **Form** drop down menu select **Year End Report T4**.



5. In the **Variant** drop-down menu, select **ESS_T4_2016** (Note: **Quebec** employees should select **RL1: ESS_REL_2016**).



6. Select **Display Form.** Your document will appear below in PDF format, where you will have the option to right-click and either Save or Print.

If you have had an address change, follow these steps to make updates.

1. Log into HR Central.
2. Select "My Data" and then select the "Contact Information" section.
3. Select on the pencil icon on the right-hand side of your screen to make edits.
4. Don't forget to save your changes.

T-4 for former employees: create a ticket and assign to Sheri Keller.

Wage Deductions Overview - U.S.

Wednesday, September 14, 2016
6:03 PM

State	Overpayment Deduction Method	Universal Laws	If Authorization Required, Check w/Lux if Associate Guide Signed	Specific State Laws	Deduction Below Minimum Wage?	Blanket Authorization Allowed	Lost/Stolen/Damaged Property Deduction	Uniform Deductions	Negative PTO Balance Deduction	Final Pay Deduction
AK	Authorization Form Required	Must notify associate in writing before deduction is made	No		No	No	Yes - but only permitted if the associate willingly admits in writing to taking the missing, lost, or stolen cash/property or damaging property and signs separate authorization	Yes	Yes, but not in blanket; separate authorization required	Yes, but not in blanket; separate authorization required
AL	Auto Deduct	Must notify associate in writing before deduction is made	N/A		Yes	Yes	Yes	Yes	Yes	Yes
AR	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	No	Yes	Yes, but should be addressed in PTO policy and should obtain auth. at time PTO advanced	Yes
AZ	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice	Yes	Yes	Yes	Yes	Yes	Yes
CA	Authorization Form Required	Must notify associate in writing before deduction is made	No		No	No	Yes, if damage caused by associate gross negligence or willful, dishonest act	No	No	Maybe
CO	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	May revoke in writing (included in current form)	No	Yes	Yes	Yes	Yes	Yes
CT	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice; must recover in reasonable increments	Yes	Yes, but need to submit to labor commissioner for approval	Yes, if approved by DOL	Yes, if approved by DOL	Yes, if approved by DOL	Yes, if approved by DOL
DC	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	No, because not for EE benefit	Yes, since that is for EE benefit?	Yes, but advises that deduction should be started immediately as 're-earned' and not wait until final	Yes
DE	Auto Deduct	Must notify associate in writing before deduction is made	N/A	Written authorization is best practice; must recover in reasonable increments	Yes	Yes	No, because not for EE benefit	Yes, with authorization since that is for EE benefit?	Yes, with authorization or without if included in PTO policy	Yes
FL	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice	No	Yes	Yes	Yes	Yes	Yes
GA	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice	No	Yes	Yes	Yes	Yes	Yes

HI	Auto Deduct	Must notify associate in writing before deduction is made	Yes		Yes	Yes	No	Yes	Yes	Yes
IA	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		Yes	Yes	No	No	No, unless argument is made that advance notice was made in associate's best interest	
ID	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		Yes	Yes	Yes	Yes	Yes	Yes
IL	Authorization Form Required	Must notify associate in writing before deduction is made	No	If associate refuses to sign, employer can still withhold entire amount but must first notify IL DOL (specific requirements listed in IL Admin Code 56 section 300.930)	Yes, can deduct entire amount if discovered by next paycheck and associate agrees to full deduction in authorization; if after next pay period, must work out a payment plan	No	Yes, but not permitted in blanket, must be signed at time deduction is made	Yes, but not permitted in blanket, must be signed at time deduction is made	Yes, but not permitted in blanket, must be signed when advance was made	Yes, but not permitted in blanket, must be signed when either advance or deduction was made; if employee owes more than 15% of gross wages, we can only withhold full amount if included in the agreement signed when the advance was made
IN	Auto Deduct	Must notify associate in writing before deduction is made	N/A	2 weeks notice required	Depends, must limit deduction to 25% of disposable income from each paycheck (or the amount by which the associate's disposable income for the week exceed 30 times the minimum wage, whichever is less	No	No	No	Yes, if overpayment rules are followed	Yes, if overpayment rules are followed
KS	Auto Deduct	Must notify associate in writing before deduction is made	N/A	No authorization as long as deduction is not larger than overpayment rate (cross year issue?)	Yes	Yes	No	No	Yes, if considered a cash advance	Yes
KY	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice	Yes	Yes	No	Yes	Yes, best if deduction from final pay is noted in policy and authorization signed at time of advance	Yes
LA	Auto Deduct	Must notify associate in writing before deduction is made	N/A		No	Yes	Yes	Yes	Yes, if included in policy or written agreement	Yes
MA	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		Yes	Yes	No	Yes, unless deduction drops associate below minimum wage	Yes, best if deduction from final pay is noted in policy and authorization signed at time of advance	

MD	Authorization Form Required	Must notify associate in writing before deduction is made	No	Written authorization is best practice	Yes	No	Yes, not in blanket but would be permissible if separate authorization	Yes, not in blanket but would be permissible if separate authorization	Yes, not in blanket but would be permissible if separate authorization	Yes
ME	Auto Deduct	Must notify associate in writing before deduction is made	N/A	Authorization Form required if deduction greater that 10% of net amount of paycheck. If associate voluntarily terminates, then may deduct full amount without authorization form	Yes	Yes	No	No	Yes	Yes
MI	Auto Deduct	Must notify associate in writing before deduction is made	N/A	No authorization if within 6 months of making overpayment (afterwards, authorization request required - written notice 1 pay period prior	No and must limit deduction to 15% of associate's gross wages for the pay period for overpayments	No, deductions for the benefit of the employer requires separate authorization for each deduction	Yes, not in blanket because deductions for the benefit of the employer requires separate authorization for each deduction	Yes, not in blanket because deductions for the benefit of the employer requires separate authorization for each deduction	Yes, safest if addressed in PTO policy and written authorization is obtained at the time negative is taken	Yes
MN	Auto Deduct	Must notify associate in writing before deduction is made	N/A		Yes	No	No	No	Yes, if addressed in PTO policy and suggests that written authorization is also obtained at the time negative is taken	Yes
MS	Authorization Form Required	Must notify associate in writing before deduction is made	N/A		No	Yes	Yes	Yes	Yes, safest if addressed in PTO policy and written authorization is obtained at the time negative is taken	Yes
MO	Auto Deduct	Must notify associate in writing before deduction is made	Yes		No	Yes	Yes	Yes	Yes	Yes
MT	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice; must recover in reasonable increments	Yes	Yes	Yes	Yes	Yes	Yes
NC	Auto Deduct	Must notify associate in writing before deduction is made	N/A		No	Yes	Yes, if the associate is provided 7 day notice of the amount to be deducted, except in cases of separation or criminal process	Yes	Yes	Yes
ND	Authorization Form Required - 1st attempt; if no response then Auto Deduct	Must notify associate in writing before deduction is made	Yes		Yes	Yes	Yes	Yes, unless deduction drops associate below minimum wage	Yes	Yes
NE	Authorization Form Required - 1st attempt; if no response then Auto Deduct	Must notify associate in writing before deduction is made	Yes		Maybe for overpayments or negative PTO but not for other deductions	Yes	Yes	Yes	Yes, but should address in policy	Yes
NH	Authorization Form Required	Must notify associate in writing before deduction is made	No	Deduction must occur one pay period following the date of signed agreement, form must specify begin and end date of deductions	Depends, amount cannot exceed 20% of associates gross pay in any pay period	No	No	Yes	Yes, but only if EE requests advance in writing, signs authorization at that time and addresses it in policy	Yes, if specified in the agreement
NJ	Auto Deduct	Must notify associate in writing	N/A		No	Yes	No	Yes	Yes	Yes

		before deduction is made								
NM	Auto Deduct	Must notify associate in writing before deduction is made	N/A		No	Yes	Yes	Yes	Yes	Yes
NV	Authorization Form Required	Must notify associate in writing before deduction is made	No		Yes	No	No	No	Yes, if authorization signed at time of advance and separation	Yes
NY	Authorization Form Required	Must notify associate in writing before deduction is made	No	No, authorization revocable by written notice; must maintain copy for 6 years; Timing and Duration - An employer can only recover overpayments made in the 8 weeks before issuing the notice of intent to deduct. An employer can make deductions to recover overpayments for a period of 6 years from the original overpayment. **Notice of Intent** - Employers must provide employees notice of intent to begin deducting to recover overpayments. When the entire amount of the overpayment can be reclaimed in the next wage payment, notice must be given at least 3 days before the deduction. In all other cases, notice must be given at least 3 weeks before deductions can commence. The notice must: Contain the amount overpaid in total and per pay period, Detail the total amount to be deducted and the date each deduction will occur, followed by the amount of the deduction, Provide the employee notice that he/she may contest the overpayment, Provide the date by which the employee must challenge the deduction, and Include the procedure for the employee to challenge the overpayment and/or recovery terms, or provide a reference to where the procedure can be located.	No	Yes and No, if the overpayment amount is less than or equal to the employee's net wages (after permitted deductions) when wages are next paid, the entire amount of the overpayment can be recovered when wages are next paid. However, if the overpayment exceeds the aforementioned net earnings, the recovered amount in the immediately subsequent wage payment cannot exceed 12.5% of the gross wages earned in that wage payment, nor can the deduction reduce the employee's effective hourly rate below the state minimum wage.	No	No	No	No
OH	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	No	Yes	Yes	Yes
OK	Authorization Form Required (unless final pay, which may be deducted without authorization)	Must notify associate in writing before deduction is made	No	Associate can choose whether lump sum or installments matching period of initial overpayment(s); authorization form must be signed by both associate and employer	Yes	No	Yes	Yes	Yes	Yes
OR	Personal Check	Must notify associate in writing before deduction is made	N/A		N/A	No	No	No	No	No
PA	Authorization Form Required	Must notify associate in writing before deduction is made	No	Written authorization is overall preferred; need authorization at time of recoupment or time loan/bonus	No	No	Yes	Yes	Yes	Yes
PR	Personal Check, wage deductions not permissible	Must notify associate in writing before deduction is made	N/A	Note: 29 LPRA 171 does not specify deduction for overpayments but rather "to cover salary advances". May want to check with legal to see if this covers overpayments	No	No	No	No	No	No
RI	Authorization Form Required	Must notify associate in writing before deduction is made	No	Must utilize a reasonable repayment schedule	Yes	No	No	No	Yes	Yes
SC	Auto Deduct	Must notify associate in	N/A	7 day written notice required	Yes	Yes	Yes	Yes	Yes	Yes

		writing before deduction is made								
SD	Authorization Form Required	Must notify associate in writing before deduction is made	Yes	Written authorization is best practice	Yes, if < 30 days from overpayment No, if ≥ 30 days	Yes	Yes	Yes	Yes	Yes
TN	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	Yes	Yes	Yes	Yes
TX	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	Yes	Yes	Yes	Yes
UT	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		Yes	Yes	No	Yes	Yes	Yes
VA	Auto Deduct	Must notify associate in writing before deduction is made	N/A		Yes, for overpayments or negative PTO, no for all others	No	No	No	Yes	Yes
VT	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	No	Yes	Yes	Yes
WA	Auto Deduct for non-exempt; Authorization Form Required for exempt	Must notify associate in writing before deduction is made	N/A	**Applies to non-exempt employees only:** plan to recoup overpayments must be implemented within 90 days; after 90 days deduction is not permissible **Exempt:** agreement for deduction from final wage may be oral	Yes	No, only works for exempt associates	No	Yes	Yes	Yes
WV	Authorization Form Required	Must notify associate in writing before deduction is made	No	No, will need separate form and separate legal review) Form must be signed by associate in front of a notary and notarized Repayment period cannot extend beyond one year Form must state that 75% of wages are exempt from assignment Must be separate line for ER signature acceptance	Depends, limit deduction to 25%	No	Yes	Yes	Yes	Yes
WI	Auto Deduct	Must notify associate in writing before deduction is made	N/A		Yes	No	No	No	Yes	Yes
WY	Authorization Form Required	Must notify associate in writing before deduction is made	Yes		No	Yes	Yes	Yes	Yes	Yes

Wage Types - U.S.

Wednesday, August 31, 2016
11:27 AM

2000 - base hourly
2802 - PTO payout hourly
2512 - PTO
2021 - CA Penalty
2500 - Holiday
2003 - Training
2014 - Project
2115 - Overtime
2501 - Vacation

Work Schedules

Friday, September 09, 2016
3:46 PM

Luxottica work schedule is based on the operational needs of the location.

An employer may change an employee's work hours without giving prior notice or obtaining the employee's consent.

Work Schedule Facts:

- Operational needs will always take precedence
- Employee preferences may be considered when feasible
- Managers will give advance notice of a change in the employee's work schedule, unless unforeseeable circumstances prevent him/her from doing so.
- Managers have the right to require an employee to clock out earlier than scheduled depending upon the needs of the business in compliance with local law.
- Employees are responsible for obtaining and adhering to their work schedules.
- Business and operational requirements may require last-minute scheduling adjustments.
- Under normal circumstances, an employee will not be scheduled to report to work with less than eight hours off after the completion of a prior work period.

Work Schedule procedures are outlined in the Luxottica Employee Guide.

The Fair Labor Standards Act (FLSA) has no provisions regarding the scheduling of employees, with the exception of certain child labor provisions.