

My Schedule Plus

Unavailable Days



Temporary Availability

Temporary Availability allows you to temporarily limit or expand your availability based on your needs. Unavailable Days is an option that provides you with a convenient, self-service tool to provide you with additional flexibility and more control over your time off, including weekends off every month.

As a full-time or part-time or associate, you will have up to three unpaid Unavailable Days each month that you can use as you choose. Here are a few important things to keep in mind when using your unpaid Unavailable Days:

- ♦ You have 3 unavailable days each month, 2 of which may be used for weekend days as desired.

Note: Any unused days do not carry over from month to month.

- ♦ You may use two unavailable days consecutively whenever you choose, but you cannot use all three days in a row.

Access Temporary Availability

Access the **Macy's Time Off** system that allows you to manage your leave requests.

1. Click **My Schedule Plus** in the left navigation menu.
2. Expand the **Time/Attendance** menu option.
3. Select **Time Off (MTO)** from the My Schedule Plus menu.



Request Unavailable Days

To request Unavailable Days, do the following:

1. Click the **Request Time Off** tab in the MTO system.
2. Select a month when you want to take time off.
3. Click a blue hyperlinked date to select that week.

4. Select the specific days within that week that you want to use for **Unavailable Days**.

| | |
|---------------------|--------------------------------|
| PTO Exception Date | Key Day (UD & PTO Restricted) |
| PTO Restricted Date | Unavailable Day Exception Date |
| Holiday Date | Approved |
| | Pending |

- ♦ PTO Exception Date (highlighted in black)—Restricted for PTO selection.
- ♦ PTO Restricted Date (highlighted in gray)—Available for PTO selection, but may be subject to restrictions.
- ♦ Holiday Date (highlighted in red)—Indicates a holiday; do not select PTO for these dates. However, an unavailable day can be selected.
- ♦ Key Day (UD & PTO Restricted, highlighted in purple)—Restricted for PTO and unavailable day selection.
- ♦ Unavailable Day Exception Date (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.

You cannot select unavailable days on a Key Day that is highlighted in purple. These are Key Days with extreme volume expected and we need total store availability. Because of the critical business need, please plan to be assigned a shift or to pick up a shift to support and maximize sales. Unavailable Day Exception Dates are subject to restrictions and require manager approval.

Note: Only associates can manage Unavailable Days.

5. Select the **Type of Request**.
6. Click **Submit**.
7. **Confirm** your request.

Note: After you submit your request, the system displays a message that the request has been submitted and is in Pending status.

Your request has been **successfully** submitted and is in **Pending** status.
Your request ID is 77777777_28

The message includes a unique ID number that you can use to track the request's progress through the approval process from the View Request History tab.

Note: If your request for time off crosses 2 different weeks, you must create a separate request for each.

If you request Unavailable Days on their own, they will be automatically approved.

Manage Weekends

As a full-time or part-time associate, you may plan ahead by using Unavailable Days to select your weekends off.

- ♦ You may take one full weekend off each month.
- ♦ You may enter weekend requests in advance.
- ♦ You must enter the request at least three weeks in advance. Refer to the Weekly Schedule Important Dates QRC for more information.
- ♦ Selecting an Unavailable Day guarantees that the shift will not be assigned to you and they do **NOT** deduct from your assigned hours range.

Note: Because the request for an entire weekend spans over 2 different weeks, you must submit 2 separate requests.

| Date | Day | Selected Day Off | Time Off Type | Hours | Schedule |
|------------|-----------|--------------------------|-----------------|-------|----------|
| 10/09/2011 | Sunday | <input type="checkbox"/> | | | |
| 10/10/2011 | Monday | <input type="checkbox"/> | | | |
| 10/11/2011 | Tuesday | <input type="checkbox"/> | | | |
| 10/12/2011 | Wednesday | <input type="checkbox"/> | | | |
| 10/13/2011 | Thursday | <input type="checkbox"/> | | | |
| 10/14/2011 | Friday | <input type="checkbox"/> | PTO | 7.90 | |
| 10/15/2011 | Saturday | <input type="checkbox"/> | Unavailable Day | 0.00 | |

| Date | Day | Selected Day Off | Time Off Type | Hours | Schedule |
|------------|-----------|--------------------------|-----------------|-------|----------|
| 10/16/2011 | Sunday | <input type="checkbox"/> | Unavailable Day | 0.00 | |
| 10/17/2011 | Monday | <input type="checkbox"/> | | | |
| 10/18/2011 | Tuesday | <input type="checkbox"/> | | | |
| 10/19/2011 | Wednesday | <input type="checkbox"/> | | | |
| 10/20/2011 | Thursday | <input type="checkbox"/> | | | |
| 10/21/2011 | Friday | <input type="checkbox"/> | | | |
| 10/22/2011 | Saturday | <input type="checkbox"/> | | | |

Manage Time Off

- ♦ You can use Unavailable Days in conjunction with other time off options including your selected day off (Availability) and Paid Time Off.

- ♦ A choice must be made for every day you do **NOT** want to be assigned a shift.
- ♦ In this example, the associate would like an entire week off. He uses a combination of PTO, an Unavailable Day, and his regular day off to ensure that he isn't scheduled to work the entire week.

| Date | Day | Selected Day Off | Time Off Type | Hours | Schedule |
|------------|-----------|-------------------------------------|-----------------|-------|----------|
| 10/23/2011 | Sunday | <input type="checkbox"/> | PTO | 7.60 | |
| 10/24/2011 | Monday | <input type="checkbox"/> | PTO | 7.60 | |
| 10/25/2011 | Tuesday | <input type="checkbox"/> | Unavailable Day | | |
| 10/26/2011 | Wednesday | <input checked="" type="checkbox"/> | | | |
| 10/27/2011 | Thursday | <input type="checkbox"/> | PTO | 7.60 | |
| 10/28/2011 | Friday | <input type="checkbox"/> | PTO | 7.60 | |
| 10/29/2011 | Saturday | <input type="checkbox"/> | Unavailable Day | 0.00 | |

View Macy's Time Off Request History

The **View Request History** tab displays Pending, Approved, Denied, and Canceled entries starting with the current date through the end of the fiscal year.

To show a longer or shorter history, click the calendar icon next to the **Begin Date** or **End Date** field.

Color Coding

| View Balance Request Time Off Time Off Request History | | | | | |
|--|----------------|---|----------|--------|--|
| EmpID: 01010101 Valerie Gonzalez | | | | | |
| Begin Date: 01/30/2011 | | End Date: 01/28/2012 | | Go | |
| Request ID | Date Submitted | Selected Date(s) | Status | Action | |
| 35 | | 10/29/2011 (Saturday) - Unavailable Day - 0 | Approved | Cancel | |
| by: 01010101 Valerie Gonzalez 04/15/2011 6:13:53PM | | | | | |

The requests are color coded based on the status.

- ♦ Pending—Yellow
- ♦ Approved —Green
- ♦ Canceled—Gray
- ♦ Denied—Red

MSP associates can cancel a Pending or Approved request as follows:

1. Click **Cancel**.

The system displays a prompt asking you to confirm the request.

2. Click **OK** to proceed with the cancellation.

The **View Request History** page refreshes and displays the canceled status of the request.

| View Balance Request Time Off Time Off Request History | | | | | |
|--|----------------|--|----------|--------|--|
| EmpID: 01010101 Valerie Gonzalez | | | | | |
| Begin Date: 01/30/2011 | | End Date: 01/28/2012 | | Go | |
| Request ID | Date Submitted | Selected Date(s) | Status | Action | |
| 44 | | 10/25/2011 (Tuesday) - Unavailable Day - 0 | Canceled | | |
| by: 01010101 Valerie Gonzalez 09/23/2011 10:37:42AM | | | | | |

| View Balance Request Time Off Time Off Request History | | | | | |
|--|----------------|----------------------|--|--------|----------|
| EmpID: 01010101 Valerie Gonzalez | | | | | |
| Begin Date: 01/30/2011 | | End Date: 01/28/2012 | | Go | |
| Request ID | Date Submitted | Selected Date(s) | Status | Action | |
| 71525 | 33 | 01010101 | 10/19/2011 (Wednesday) - Unavailable Day - 0 | Denied | Resubmit |
| For: Valerie Gonzalez | | | | | |
| By: 01010101 Valerie Gonzalez 04/15/2011 6:09:18PM | | | By: 806GLB Gloria L Brabson 09/23/2011 1:36:46PM | | |

Note: Executives can use these same instructions to cancel an Approved request.

Further Information

For additional information, contact your manager.