



Click on the page number to navigate through the documents.

Benefit Summary: Part Time and Full Time US Associates	Page 2
Benefit Summary: Part Time and Full Time Canadian Associates	Page 3
Benefit(s) Q&A for Non-Exempt US Associates changing from Part Time to Full Time	Page 4
Benefit(s) Q&A for US Non-Exempt Associates changing from Full time to Part Time	Page 6
Benefit(s) Q&A for Non-Exempt Associates in PR changing from Part Time to Full Time	Page 8
Benefit(s) Q&A for Non-Exempt Associates in PR changing from Full time to Part Time	Page 9
Benefit(s) Q&A for Hourly Canadian Associates changing from Part Time to Full Time	Page 10
Benefit(s) Q&A for Hourly Canadian Associates changing from Full time to Part Time	Page 12

Part-Time (PT) & Full-Time (FT) Benefits Summary: US

Summary US		
	FULL-TIME (FT) --- Non-Exempt Associates	PART-TIME (PT) --- Non-Exempt Associates
Medical	Eligible to participate: ≥ 91st day after becoming FT or joining the company as a FT associate or during open enrollment. If PT to FT status change, benefits start the date of the change if length of service is >90days.	May be offered if hours worked eligibility requirements are meet. Access may be available through Federal/State Marketplace plans.
Dental		
Vision		
Smart Solutions Discount Plan	Eligible to participate	Eligible to participate
Company Provided Basic Life	1x base pay paid for by the company, up to plan maximum	N/A
Supplemental Life for Associate and Dependents	Eligible to participate	N/A
Health Care Flexible Spending Account (HCFSAs)	Eligible to participate up to the yearly max	N/A
Voluntary Plans Hospital Indemnity, Accident and Critical Illness	Eligible to participate	N/A
Short-Term Disability	Available automatically at no cost (state disability coverage in CA,HI,NJ,NY, RI, OR,WA)	N/A (unless required by the worked in state; CA,HI,NJ,NY, RI, OR, WA)
Long-Term Disability	FT Store leaders, Salon Leaders and FT hourly Phoenix Home Office associates automatically receive LTD coverage. All other FT associates can elect the voluntary LTD coverage as part of their FT benefits when they become eligible for benefits or during the annual open.	N/A
Employee Assistance Program	Eligible to Participate	Eligible to participate
Vacation Pay	Hours accrued based on completed work week and tenure beginning at 1.5385 hours per week (more dependent on length of service)	Accrue .019231 hours based on regular hours worked; max of 40 hours per calendar year
Holiday Pay	Eight (8) hours of holiday pay for the six (6) company holidays in addition to hours worked on a company holiday paid at time and a half	Hours worked on company holiday paid at time and a half
Discretionary Days	Up to two (2) a calendar year depending on hire date and status on January 1st	N/A
Sick Pay	One (1) hour for each 30 hours worked with no maximum accrual per calendar year (unless otherwise different by law)	Based on regulations for work location
Bereavement	Up to three days available after completing 90 days of employment.	N/A unless required worked in state
Associate Discount	Eligible to participate	Eligible to participate
PerkSpot	Eligible to participate	Eligible to participate
SaveSmart 401(k) Plan	After two (2) months of service and age 18	Same program as FT associates; eligibility based on hours worked
Pet Insurance/MetLife Auto/Home	Eligible to participate	Eligible to participate
Adoption Assistance	Eligible to participate (> 12 months of continuous service)	N/A
Tuition Reimbursement	Eligible to participate (work an average of 8 hours per week in the past 6 months)	Eligible to participate (work an average of 8 hours per week in the past 6 months)

Part-Time (PT) & Full-Time (FT) Benefits Summary: Canada

Summary Canada		
	FULL-TIME (FT) --- Hourly Associates	PART-TIME (PT) --- Hourly Associates
Medical	Eligible to participate: First of month following 90 days when hired as FT. If PT to FT benefits start effective promotion date if LOS is >90 days or 1st of the month following 90 days of service.	N/A except PT associates in SK – eligibility is based on average hours worked over 6 months.
Dental		
Vision		
Company Provided Basic Life	1x base pay paid for by the company, up to plan maximum	N/A
Supplemental Life for Associates	Eligible to participate	N/A
Dependent Life for Spouse & Child(ren)	Eligible to participate	N/A
Short-Term Disability	Available automatically. Company paid premium and a taxable benefit	N/A
Long-Term Disability	Available automatically. 100% Associate paid.	N/A
Employee Assistance Program	Eligible to Participate	Eligible to participate
Vacation Pay	Accrual based on 4,6 or 8% (determined by length of service) of total earnings	Accrual based on 4,6 or 8% (determined by length of service) of total earnings
Holiday Pay	Paid time and a half for any hours worked on a Canadian company holiday and will receive statutory holiday pay calculated using Provincial Guidelines.	Paid time and a half for any hours worked on a Canadian company holiday and will receive statutory holiday pay calculated using Provincial Guidelines.
Discretionary Days	Up to two (2) a calendar year depending on hire date, status on January 1st and province of employment	N/A
Sick Pay	One (1) hour for each 30 hours worked with no maximum accrual per calendar year (unless otherwise different by law)	Based on regulations for work location
Bereavement	Up to three days available after completing 90 days of employment.	N/A
Associate Discount	Eligible to participate	Eligible to participate
Perkopolis	Eligible to participate	Eligible to participate
RRSP Savings Plan (with company match)	After two (2) months of service and age 18	After two (2) months of service and age 18
Adoption Assistance	Eligible to participate (> 12 months of continuous service)	N/A
Tuition Reimbursement	Eligible to participate (work an average of 8 hours per week in the past 6 months)	Eligible to participate (work an average of 8 hours per week in the past 6 months)

Benefit(s) Q&A for Non-Exempt US Associates changing from Part Time to Full Time

What happens if I transition to Full time (FT) mid-calendar year?

- Full time associates become eligible for medical, dental and vision benefits on their 91st day of employment. If you have already been employed with the company longer than 91 days, you become eligible for these benefits effective the date of your status change to FT (example: Change from PT to FT on July 15th and you have been with the company for six months, these benefits would be effective July 15th)

What is the procedure to enroll in medical, dental and vision benefits?

- You must enroll in the PetSmart Benefits Portal within the first 30 days of your FT effective date. All plan materials and enrollment information are available online at benefits.petsmart.com and at <https://petsmart.makeityoursource.com/>.
- If you do not enroll when first eligible, you can enroll during the next annual benefits enrollment period in the fall of each year and your choices become effective the following January 1. No exceptions are made for missed deadlines.

When do I begin to get paid time off?

- Beginning your effective date of moving to FT, you will be provided an amount of potential vacation hours based on your position and length of service. Vacation time can be reviewed by logging into your HRConnect account.
- You will also begin to earn one (1) hour of sick time for each 30 hours worked with no maximum accrual per calendar year (unless otherwise different by law).
- The number of discretionary days you will be eligible for this calendar year will be based on your effective date. Changed from PT to FT January through June= receive two discretionary days; July through September= receive one discretionary day and October through December receives no (0) discretionary days. Next calendar year, you will receive two discretionary days if you are an active full-time associate on January 1st.

Do I get holiday pay?

- You will still get paid time and a half for any hours worked on a company holiday but will also get eight hours of holiday pay for a [US](#) company holiday (New Year's, Memorial, Independence, Labor, Thanksgiving and Christmas Day).

What does it mean for things like life insurance, disability pay and Health Flexible Spending Accounts (FSA)?

- Basic Life Insurance and Short-term Disability are company paid and will begin on your 91st day of employment. If you have already been employed at the company longer than 91 days, these benefits will be effective the date of your status change to FT
- You are eligible to participate in the Flexible Spending Accounts as part of your initial enrollment in benefits and each year during the annual open enrollment period.

What things do not change?

- You are still able to participate in Smart Solutions Discount Plan, Employee Assistance Plan, Associate Discount, PerkSpot, and supplemental Pet, Home and Auto Insurance with no change.
- After two months of services, you are eligible to participate in SaveSmart 401(k) Plan.
- Depending on your length of service, you may be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required).

Benefit(s) Q&A for US Non-Exempt Associates changing from Full Time to Part Time

What happens to my medical, dental and vision benefits if I transition to Part Time (PT) mid-calendar year?

- You can remain enrolled in the medical plan until the end of your eligibility period. Contact the HRShared Services Team to stop participation or to review your options.
- If you are enrolled in dental, vision and any life insurance plans, these will end at midnight on your last day of being full time (FT), but you would be eligible to continue the health plans through [COBRA](#) if you choose.
- You may have other options for coverage, such as Federal/State Marketplace Plans, Medicaid or state assisted plans (if eligible), Parent or Spouse's plan (if applicable). Take time to understand these options.
- You can review Federal/State Marketplace plans at the Marketplace Resource Center on the government site directly at www.healthcare.gov.

What happens to my paid time off balances?

- Any vacation earned (accrued) will remain in your balances, but any potential (not yet earned) vacation balances are removed. Beginning with your PT effective date, you start to accrue .019231 hours per regular hour worked (max of 40 hours per calendar year). Associates that have used more than they accrued will have a negative vacation balance and therefore may not accrue additional hours.
- Sick time balances will be removed (unless otherwise required by law for part time associates). Discretionary time will be removed.

Do I still get holiday pay?

- You will still get paid time and a half for any hours worked on a [US](#) company holiday (New Year's, Memorial, Independence, Labor, Thanksgiving and Christmas Day) but will no longer get eight hours of holiday pay for the company holidays.

Can I keep my life insurance?

- Life Insurance can be converted to an individual policy. To do so, you must respond to the notice that will be provided to you from New York Life Insurance. Please be aware of the timeframe to complete and return it is a time sensitive document.

What happens if I have balances in my Health Care Flexible Spending Account?

- Participation in the Health Care Flexible Spending Account will end on your last day as FT. You'll have until March 31 of the following calendar year to submit all receipts for reimbursement under the plan for dates of service through your last date as FT. If desired, you may continue participation, on an after-tax basis, through COBRA for the remainder of the current year.

Do I still get short-term and long-term disability?

- Benefits coverage under all disability plans will end on your last as FT, unless covered by a state mandated plan.

What things remain and do not change?

- You are still able to participate in SaveSmart 401(k) Plan, Smart Solutions Discount Plan, Employee Assistance Plan, Associate Discount, PerkSpot and supplemental Pet, Home and Auto Insurance with no change.
- Depending on the hours you work and length of service, you may still be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required).

Benefit(s) Q&A for Non-Exempt Associates in PR changing from Part Time to Full Time

What happens if I transition to Full time (FT) mid-calendar year?

- Full time associates become eligible for Medical/health and life insurance benefits on their 91st day of employment. If you have already been employed at the company longer than 91 days, you become eligible for these benefits effective the date of your status change to FT (example: Change from PT to FT on July 15 and you have been with the company for six months, these benefits would be effective July 15).

What is the procedure to enroll in medical/health and life insurance benefits?

- You must enroll in the PetSmart Benefits Portal within the first 30 days of your FT effective date. All plan materials and enrollment information are available online at benefits.petsmart.com.
- If you do not enroll when first eligible, you can enroll during the next annual benefits enrollment period in the fall of each year and your choices become effective the following January 1. No exceptions are made for missed deadlines.

When do I begin to get paid time off?

- Beginning your effective date of moving to FT, you will be provided an amount of potential vacation hours for the remainder of the calendar year. You will continue to accrue 1.25 days (10 hours) each month that you work 115 hours. Vacation time can be reviewed by logging into your HRConnect account.
- You will continue to accrue one (8) hour of sick time for each month that you work 115 hours or more or (4) hours for each month that you work more than 80 but less than 115 hours to a maximum of 120 hours annually.

Do I get holiday pay?

- You will still get paid time and a half for any hours worked on a company holiday but will also get eight hours of holiday pay for the [Puerto Rico](#) company holidays (New Year's Day, Three Kings Day/Epiphany, Good Friday, Easter Sunday, Mother's Day, Father's Day, Thanksgiving and Christmas Day).

What things do not change?

- You are still able to participate in Employee Assistance Plan and Associate Discount with no change.
- You are still eligible to participate in the Puerto Rico retirement plan once you work for 2 months.
- Depending on your length of service, you may be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required).

Benefit(s) Q&A for Non-Exempt Associates in PR changing from Full Time to Part Time

What happens to my medical/health benefits if I transition to Part Time (PT) mid-calendar year?

- If you are enrolled in the medical plan, this would end at midnight on your last day of being full time (FT), but you would be eligible to continue this through [COBRA](#) if you choose.
- You may have other options for coverage, such as Medicaid or state assisted plans (if eligible), Parent or Spouse's plan (if applicable). Take time to understand these options.

What happens to my paid time off balances?

- Any vacation earned (accrued) will remain in your balances, but any potential (not yet earned) vacation balances are removed. You will continue to accrue 1.25 days (10 hours) each month that you work 115 hours. Vacation time can be reviewed by logging into your HRConnect account.
- Sick time balances are unchanged. You will continue to accrue one (8) hour of sick time for each month that you work 115 hours or more or (4) hours for each month that you work more than 80 but less than 150 hours to a maximum of 120 hours annually.

Do I still get holiday pay?

- You will still get paid time and a half for any hours worked on a [Puerto Rico](#) company holiday (New Year's Day, Three Kings Day/Epiphany, Good Friday, Easter Sunday, Mother's Day, Father's Day, Thanksgiving and Christmas Day) but will no longer get eight hours of holiday pay for the company holidays.

Can I keep my life insurance?

- Life Insurance can be converted to an individual policy. To do so, you must respond to the notice that will be provided to you from New York Life Insurance. Please be aware of the timeframe to complete and return it is a time sensitive document.

Do I still get short-term and long-term disability?

- Benefits coverage under the short-term disability plan will continue as a PT associate. The long-term disability plan ends at midnight on your last day of being FT.

What things remain and do not change?

- You are still able to participate in the Employee Assistance Plan and Associate Discount with no change.
- You are still eligible to participate in the Puerto Rico retirement plan once you work for 2 months.
- Depending on the hours you work and length of service, you may still be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required).

Benefit(s) Q&A for Hourly Canadian Associates changing from Part Time to Full Time

What happens if I transition to Full time (FT) mid-calendar year?

- Full time associate become eligible for medical, dental and life insurance and disability benefits. If you have already been employed at the company longer than 90 days, you become eligible for these benefits effective the promotion date of your status change to FT (example: Change from PT to FT on July 15th and you have been with the company for six months, these benefits would be effective July 15th). If less than 90 days length of service, benefits are effective the first of the month following the status change to FT.

What is the procedure to enroll in medical, dental and long-term disability benefits?

- FT associates are automatically enrolled in medical, dental and long-term disability insurance at Associate Only level.
- Enroll eligible dependents by completing the application for Benefit Change Form within the first 45 days of your FT effective date. All the plan materials and enrollment information are available online at <http://benefits.petsmart.com/can.shtml>.
- If you do not enroll when first eligible, you can enroll using the Benefit Change Form obtained from the HRSS team as a late enrollment.

When do I begin to get paid time off?

- Beginning your effective date of moving to FT, you will be provided an amount of vacation hours based on your position and length of service. Vacation time can be reviewed by logging into your HRConnect account.
- You will begin to earn one (1) hour of sick time for each 30 hours worked accruing a maximum of 120 hours at any point in time.
- The number of discretionary days you will be eligible for this calendar year will be based on the effective date of change from PT to FT.
 - Effective date January through June will receive two discretionary days in all provinces except Ontario which receives one.
 - Effective date July through September will receive one discretionary day in all provinces except Ontario which receives zero.
 - Effective date October through December will receive no (0) discretionary days.
 - Beginning the year following the change, you will receive two discretionary days in all provinces, except Ontario which receives one, if you are an active full-time associate on January 1st.

Do I get holiday pay?

- You will still get paid time and a half for any hours worked on a [Canadian company holiday](#) and will receive statutory holiday pay calculated using Provincial Guidelines.

What does it mean for things like life insurance and disability insurance?

- Basic Life Insurance, Short-term Disability and AD&D are company paid taxable benefits. If you have already been employed at the company longer than 90 days, you become eligible for these benefits effective the promotion date of your status change to FT (example: Change from PT to FT on July 15th and you have been with the company for six months, these benefits would be effective July 15th). If less than 90 days length of service, benefits are effective the first of the month following the status change to FT.

- Long-term Disability, Dependent life insurance and optional life insurance are associate paid. If you have already been employed at the company longer than 90 days, you become eligible for these benefits effective the promotion date of your status change to FT (example: Change from PT to FT on July 15th and you have been with the company for six months, these benefits would be effective July 15th). If less than 90 days length of service, benefits are effective the first of the month following the status change to FT. Enrollment in Long-term Disability is automatic and mandatory.

What things do not change?

- You are still able to participate in the RRSP Savings Plan, Employee Assistance Plan, Associate Discounts, Perkopolis and supplemental Pet Insurance with no change.
- Depending on your length of service, you may be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required).

Benefit(s) Q&A for Hourly Canadian Associates changing from Full Time to Part Time

What happens to my medical, dental and vision benefits if I transition to Part Time (PT) mid-calendar year?

- If you are enrolled in medical, dental and long-term disability this would end at midnight on your last day of being full time (FT). Associates in Saskatchewan may be eligible to continue benefits based on average hours worked. The Benefits team will communicate if changes are required.

What happens to my paid time off balances?

- Any vacation earned (accrued) will remain in your balances, but any potential (not yet earned) vacation balances are removed. You will continue to accrue at 4,6 or 8% (determined by length of service) of total earnings.
- Sick time balances will be removed.
- Discretionary time will be removed.

Do I still get holiday pay?

- You will still get paid time and a half for any hours worked on a [Canadian company holiday](#) and will receive statutory holiday pay calculated using Provincial Guidelines.

Can I keep my life insurance?

- No. All life insurance options end at midnight on your last day of being full time (FT).

Do I still get short-term and long-term disability?

- Benefits coverage under all disability plans will end on your last day as FT.

What things remain and do not change?

- You are still able to participate in the RRSP Savings Plan, Employee Assistance Plan, Associate Discounts, Perkopolis and supplemental Pet Insurance with no change.
- Depending on the hours you work and length of service, you may still be able to participate in tuition reimbursement.

Questions?

Call the HRShared Services Team at 1-866-263-8411 or email hrsharedservices@petsmart.com. You may also visit the web site at benefits.petsmart.com (no username or password required)