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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 at the beginning of the following month after your status changes 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 August 1st).

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

- You must enroll in HRConnect within the first 45 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 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 amount 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 the 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 and Dependent 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 beginning of the following month after your status changes 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 August 1st).
- 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 be 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 Benefits Team at 1-866-263-8411, option #2 or email benefits@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 will remain enrolled in the medical plan until the end of your eligibility period. Contact the Benefits Team to obtain a Qualified Status Change form to stop participation or to understand your eligibility dates.
- If you are enrolled in dental and/or vision 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 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 mailed to your home from Cigna. Please be aware of the timeframe to complete and return it to Cigna as it is a time sensitive document.

What happens if I have balances in my Health Care or Dependent Care Flexible Spending Accounts?

- Participation in the Flexible Spending Accounts (Health Care and Dependent Day Care) 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. Please contact UHC at 1-866-501-3061 for more information.

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 Benefits Team at 1-866-263-8411, option #2 or email benefits@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 at the beginning of the following month after your status changes 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 August 1st).

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

- You must enroll in HRConnect within the first 45 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 may be eligible to 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 (1) hour of sick time for each month that you work 115 hours to a maximum of 120 hours.

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.
- Depending on your length of service, you may be able to participate in tuition reimbursement.

Questions?

Call the Benefits Team at 1-866-263-8411, option #2 or email them at benefits@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, and you will continue to accrue at one (1) hour each month that you work 115 hours to a maximum of 120 hours.

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 mailed to your home from Cigna. Please be aware of the timeframe to complete and return it to Cigna as 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.
- Depending on the hours you work and length of service, you may still be able to participate in tuition reimbursement.

Questions?

Call the Benefits Team at 1-866-263-8411, option #2 or email them at benefits@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 vision 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 at the beginning of the following month after your status changes 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 August 1st).

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

- Enroll in HRConnect 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 Canada team.

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 amount 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 and will begin on your 91st day of employment. If you have already been employed at the company for longer than 91 days, these benefits will begin the following month after your status change to FT (example: change from PT to FT on July 15th and you have been employed for six months, these benefits will begin on August 1st).
- Long-term Disability, Dependent life insurance and optional life insurance are associate paid and will begin on your 91st day of employment. If you have already been employed at the company for longer than 91 days, these benefits will begin the following month after your status change to FT (example: change from PT to FT on July 15th and you have been employed for six months, these benefits will begin on August 1st).

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?

Contact the HRSS Canada team at hrsharedservices-canada@petsmart.com or visit the web site at benefits.petsmart.com/can.shtml (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/or vision this would end at midnight on your last day of being full time (FT).

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?

Contact the HRSS Canada team at hrsharedservices-canada@petsmart.com or visit the web site at <http://benefits.petsmart.com/can.shtml> (no username or password required).