

Q3 2024 Key Day & Time Off Calendar National Version

Please consider our most important selling opportunities and partner with your People Leader on plans for Taking Time Off. Use the calendar in Macy's Time Off (MTO) to plan for Paid Time Off (PTO) and Unavailable Days (UD). If you have questions, please partner with your People Leader.

- **National Key Days – (9/28,10/5,10/19, 10/26 & 11/2)** shaded in purple below and in the MTO system and will not allow for PTO or UD selection.

		National Key Days						
		[Does Not apply to Big Ticket, Fine Jewelry, Backstage, Fulfillment, 8030, AYS, Fragrances & Cosmetics]						
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 2024	WK1	4	5	6	7	8	9	10
	WK2	11	12	13	14	15	16	17
	WK3	18	19	20	21	22	23	24
	WK4	25	26	27	28	29	30	31
Sept 2024	WK1	1	2	3	4	5	6	7
	WK2	8	9	10	11	12	13	14
	WK3	15	16	17	18	19	20	21
	WK4	22	23	24	25	26	27	28
	WK5	29	30	1	2	3	4	5
Oct 2024	WK1	6	7	8	9	10	11	12
	WK2	13	14	15	16	17	18	19
	WK3	20	21	22	23	24	25	26
	WK4	27	28	29	30	31	1	2

- **Home Zone Key Days** (below) are color coded Purple in the MTO system and will not allow for PTO or UD selection.

Home Zone Key Dates	
Big Ticket	Aug 16, 17, 18, 30, 31; Sept 1, 2, 27, 28, 29
Fine Jewelry (FJ)	Aug 17, 31; Sept 2; Oct 19, 26
Backstage (MBKS)	Sept 28; Oct 5, 19, 26, Nov 2
Fulfillment, 8030	Sept 3; Oct 20, 21, 27, 28
At Your Service (AYS)	Sept 28; Oct 5, 19, 26; Nov 2
Fragrance	Sept 27, 28; Oct 5, 19, 26; Nov 2

Cosmetics Home Zone Key Dates by Brand <i>Note: [brands not listed falls under national key days]</i>	
Prestige	Aug 10; Sept 28; Oct 5, 6, 19; Nov 2
Lancôme	Aug 9, 10, 11, 17; Sept 28; Nov 2
Estee Lauder	Sept 13, 14, 21, 27, 28; Nov 2
Clinique	Oct 4, 5, 6, 12, 19; Nov 2
Clarins	Sept 27, 28; Oct 4, 5, 19; Nov 2
Shiseido	Sept 28; Oct 5, 19, 26; Nov 1, 2
Dior	Sept 28; Oct 5, 12, 13, 26; Nov 2
Arden	Aug 16, 17, 24; Sept 28; Oct 19; Nov 2
, Chanel	Sept 27, 28; Oct 5, 19; Nov 1, 2
Bobbi	Sept 27, 28; Oct 5, 19; Nov 1, 2
Origins	Aug 30, 31; Sept 7, 28; Oct 5; Nov 2
MAC	Aug 24; Sept 28; Oct 5, 12, 26; Nov 2
Impulse	Aug 24; Sept 28; Oct 5, 12, 26; Nov 2

Plan ahead using My IN-SITE/MSP/Time/Attendance/Macys Time Off screens available through In-store kiosk OR www.employeeconnection.net from a PC with internet access. Step-by-step reference tools are at My IN-SITE/My Day/Communication/MSP Communication / Unavailable Day QRC, Planning Ahead QRC, Weekly Schedule Guide.