

Overview:

This policy applies to all Divisions of The Michaels Companies and is designed to provide information and transparency about the Mobile Phone Allowance for Team Members.

Available Plans

- * **\$75 US and \$100 CANADA – for road warriors who travel 75% or more supporting our stores.** This is role based for the following roles:
 - Zone Vice President (**NOTE** – this is the only Officer role eligible)
 - District Manager
 - Regional Operations Director

NOTE: starting Fiscal 2022: The \$75 US Plan will be discontinued, and eligible Team Members will move to the \$45 Plan for US. The \$100 CANADA Plan will be discontinued, and eligible Team Members will move to a \$70 Plan for CANADA.
- * **\$45 – for select roles that are the first responders to urgent/critical incident management, i.e.:**
 - Pricing/ad issues
 - Systems outage impacting ability to operate and/or which could put us at significant risk/harm for exposure
 - This is role based for the following roles:
 - Market Frame Manager and Director
 - Area LPM and Mgr LP & Safety, Stores
- * The **\$130** plan has been discontinued.

How to Request

- * Team Members may submit a request here [Mobile Phone Allowance Request](#) and these will be routed to the Senior Leader for approval.

Approvals

- * To be considered for a particular month, the request must be received and approved not later than 15 days before the second paycheck of the month.
- * You will receive an email from Team Member Services the week of the second paycheck of the month advising if your request has been approved.
- * Approved allowances are paid on the second paycheck of the month, using the first of that month as the effective date.
- * There will be no retroactive payments made.
- * If an eligible Team Member is on LOA, the allowance will pause during the LOA. The allowance will resume when the Team Member returns from LOA, assuming the Team Member returns to the same eligible role.

If Not Approved and Need Reimbursement

- * If you are not approved for a Mobile Phone Allowance and your role requires you to travel; you may submit expenses in accordance with the Business Travel and Expense Policy, located on The MIK under Policies & Procedures.

Questions?

- * Contact your Senior Leader