

Vacation Time

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Eligibility

- If you are eligible for Vacation Time, your Vacation Time is advanced to you on the first calendar day of the year. Vacation Time is accrued monthly at the rate of one-twelfth (1/12) of the allotment listed below and is considered earned on the first business day of the month.
- Vacation Time is advanced based on the calendar years of service. The year you are hired is your 1st calendar year. Each January will begin a new calendar year.
- If you are hired September 1st or later, you are not eligible to receive Vacation Time for the calendar year in which you are hired.
- Vacation Time may not be carried over to the following calendar year.
- If you are a full-time Associate, working 40 hours per week, your "day" is defined as 8 hours.
- If your standard workweek is less than 40 hours, your "day" will be defined as the number of standard hours you are scheduled to work in a standard workweek divided by 5 (the number of days in a standard workweek).
 - For example, a "day" is defined as 6 hours for an Associate who normally works 30 hours per week (30 hours per week divided by 5 standard work days equals 6 hours per day.) If this Associate were entitled to 10 days per year, the hours per year would equate to 60 hours (10 days x 6 hours per day equals 60 hours per year).
- If you are absent for an entire day, you should enter Vacation Time based on the number of hours you would have worked. If you do not have a set schedule, you should take your standard weekly work hours and divide by 5.
- You must be away from your normal duties at least one (1) period of five (5) consecutive working days each year, provided that Vacation Time is available. Other absences that result in a combined total of five (5) consecutive working days may satisfy this requirement.
- Vacation Time must be requested and/or entered into Workday by all eligible Associates (includes both exempt and nonexempt Associates).

Full-Time Associates

If you are a full-time Associate, you are eligible for Vacation Time according to the following schedule:

VACATION DAYS					
			Calendar Years of Service		
	Current Year New Hires January 1st – June 30th	Current Year New Hires July 1st – August 31st	2-4	5-9	10+
Exempt	10	3	15	20	20
Non-Exempt	5	3	10	15	20

Other Categories of Employment

If you are Part-Time With Paid Time Off Benefits, you are not eligible for Vacation Time within the calendar year in which you are hired. Beginning your second calendar year of employment, you will receive Vacation Time according to the schedule above. Your Vacation Time will be based on your standard hours per week.

If you are a Temporary Associate or Part-Time Without Paid Time Off Benefits, paid Vacation Time is not provided.

All exceptions to the Vacation Time guideline for new hires must be approved by Human Resources.

Purchasing Additional Vacation Time

All full-time associates have the opportunity each year during Benefits Open Enrollment to purchase up to an additional 1 week (40 hours) of Vacation Time. Associates hired after Open Enrollment will not have an opportunity to purchase additional vacation until the next Open Enrollment.

Purchased Vacation Time will be priced using your hourly salary as of Open Enrollment. If your compensation is expressed annually, you can convert it to an hourly salary by dividing it by 2,080. For example, if your base salary is \$31,200 per year, then your effective hourly rate is \$15.00 per hour. If you purchase an additional 24 hours of Vacation Time, the per pay period premium will be \$13.85 (24 x 15.00)/26). Your per pay period premium will increase during the year if your salary increases.

- An associate scheduled to work at least 40 hours per week can purchase up to 40 hours of additional Vacation Time in 8 hour increments;
- Associates scheduled to work less than 40 hours per week should not purchase more than the number of hours that you are scheduled to work in a week. For example, if you are scheduled to work 35 hours per week, you should not purchase more than 32 hours.
- Purchased Vacation Time can only be used after you have used your entire balance of company-provided Vacation Time and any floating holidays;
- If you are not able to use all of your purchased Vacation Time in the applicable year, you will receive a refund of the unused time. In the above example, if you purchased 24 hours but only used 16 hours, you would receive a refund of \$120.00 for the 8 unused hours (8 times \$15.00 = \$120.00). This refund will take place on the last payday of the year and will be taxable income.
- If you purchase additional hours, the deduction for the purchase is done pre-tax. If you are refunded for unused purchased Vacation Time, the refund is taxable income;
- If you use any purchased Vacation Time and then separate from service prior to year-end, any necessary deductions will be deducted from your final check;
- When you use your purchased Vacation Time, it will be reflected on your paystub similarly to how company-provided Vacation Time is reflected on your paystub. Exempt associates will continue to receive their regular pay, and non-exempt associates will see a separate line on their payslip for purchased Vacation Time.

Status Change

A Status change is defined as changing a status to Exempt, Non-Exempt, Full-Time, Part-Time with paid time off benefits, Part-Time without paid time off benefits, or Temporary.

Any Vacation Time you have accrued at the time of a status change remains with you. If you have taken more Vacation Time than accrued at the time of the status change, you will not be required to repay this amount at the time of the status change. However, if you leave Regions prior to the end of the year, you

will be required to repay any Vacation Time which has been taken but not accrued.

If your status change occurs prior to September 1st, your Vacation Time will be adjusted to reflect your new status. If your status change occurs after September 1st, your Vacation Time will be adjusted in the following year.

Example:

- You were a Part-Time with Paid Time Off Benefits (20 hours per week) on January 1st and received 10 vacation days at 4 hours per day (40 hours).
- On June 30th, your status changes to Full-Time, (40 hours per week). You remain eligible for 10 vacation days but Vacation Time grants will be received at 8 hours per day (80 hours).
- At the time of your status change, you have accrued 20 hours of Vacation Time.
- You will accrue 40 hours for the remainder of the year.
- Your annual allotment is 60 hours (20 hours accrued prior to the change + 40 hours to be accrued for the remainder of the year)

If your status changes to Part-Time Without Paid Time Off Benefits, you will not continue to accrue any additional paid Vacation Time.

Scheduling Vacation Time

- Vacation Time must be scheduled via Regions' timekeeping system, with your supervisor's approval and in accordance with any departmental guidelines. This applies to all Associates. You should give as much advance notice of vacation as possible under the circumstances. The supervisor may deny a request for a particular vacation schedule based on operational requirements and staffing needs.
- Non-exempt Associates may take Vacation Time in hourly increments with management approval.
- Exempt Associates may take Vacation Time in four-hour increments with management approval.
- Vacation Time hours during any given workweek may not exceed your standard number of hours per workweek.

Separation from Employment

- Your supervisor may deny a request for Vacation Time if you have submitted a notice of resignation. You will not be permitted to take Vacation Time for the purpose of exhausting your allotment of paid Vacation Time at the time of separation.
- If you have taken vacation days that have been advanced but not accrued you will be required to pay back used but not accrued Vacation Time at the time of separation from employment, unless you are leaving under one of Regions' retirement definitions. Repayment will be withheld from your final paycheck.
- If your employment with Regions ends for any reason, you may be paid accrued, unused Vacation Time.
- Regions reserves the right to withhold payment for certain Code of Conduct violations, applicable state law permitting.
- Regions will comply with all state and local laws concerning payment of Vacation Time.