

## **AE & AERIE: 2020 PTO & PAID SICK TIME POLICY UPDATE - US**

We want to ensure all of our Associates are healthy, productive and fulfilled while working at AEO. We recognize the need to receive time off for vacation, illness, or personal time.

To help meet these needs we have revised our PTO & Sick policy for 2020 further demonstrating our commitment to work life balance. This policy applies to **all store Associates across the organization**.

Below are some highlights of key changes:

- PTO blackout has been discontinued
- Adjustments have been made to provide clarity around PTO payout upon separation and PTO rollover
- An appendix has been added to the policy so Associates can easily reference which rules apply to them regardless of their work state, length of service, or if they are a corporate, or field associate
- AEO encourages all associates to take their PTO, work with your direct leader on planning your PTO, especially during peak

For detailed information regarding the PTO Policy and PTO rollover, refer to the [PTO & Paid Sick Leave Policy](#) located on both PolicyTech and the Benefitfocus Portal.

**QUESTIONS?** Contact your DTL or HRBP.