



# Benefits for Today, Tomorrow and the Future

## REGIONS PAID TIME OFF SUMMARY

### Holiday Time

Regions determines the official holiday schedule on an annual basis. Full-time associates and Part-Time associates with Paid Time Off Benefits are eligible for holiday pay after the first day of employment.

Typically, the following holidays are included:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Due to business necessity, some Regions locations may be open for business on certain pre-scheduled holidays.

### Vacation Time

Full-time associates are eligible for Vacation Time according to the schedule below. Regions encourages associates to use provided paid time off to relax and recharge. Unless required by local law, Vacation Time may not be carried over to the next calendar year and will not be paid in lieu of using it.

VACATION DAYS						
	Calendar Years of Service					
	Current Year New Hires January 1 <sup>st</sup> – June 30 <sup>th</sup>	Current Year New Hires July 1 <sup>st</sup> – August 31 <sup>st</sup>	2-4	5-9	10 - 24	25+
<b>Exempt</b>	10	3	15	20	20	25
<b>Non-Exempt</b>	5	3	10	15	20	25

## Purchasing Additional Vacation Time

All full-time associates have the opportunity each year during Benefits Open Enrollment, in the fall, to purchase up to an additional 1 week (40 hours) of Vacation Time. Associates hired after Open Enrollment will be able to purchase additional vacation during the next Open Enrollment.

Any purchased vacation time that is not taken will be reimbursed at year-end.

## Sick Time

Eligible associates will be granted paid sick time on January 1<sup>st</sup> based on the schedule below. Sick time cannot be carried over to the next calendar year and will not be paid in lieu of using it. Associates hired September 1<sup>st</sup> or later will not be eligible for sick time during the first calendar year.

Hire Date	January 1 <sup>st</sup> – March 31st	April 1 <sup>st</sup> – June 30th	July 1 <sup>st</sup> – August 31st	September 1 <sup>st</sup> – December 31st
Full-time	12 Sick Days	8 Sick Days	4 Sick Days	None
Part-time with paid time off benefits	5 Sick Days	3 Sick Days	1 Sick Day	None

## Inclusion Observance Days

### Purpose

Inclusion Observance Days are days that you identify as culturally, religiously, or personally important to you that are not already observed through the official Regions holiday schedule. You may use the days to celebrate, serve, reflect, or observe the traditions of your faith.

### Eligibility

Full-time associates may use up to two (2) of the allotted Sick Days as Inclusion Observance Days.

***This is a brief summary only of the standard paid time off benefits with Regions. Should you need additional information before joining Regions, speak with your hiring representative. Access to additional benefits information and plan documents can be found at [benefits.regions.com](https://benefits.regions.com).***

***For detailed information on Holiday Time, Vacation Time or Sick Time after joining Regions, see the specific Policy Guideline in the You and Regions Policy Guidelines on HR Connect. Still have questions? Please contact the Human Resources Connect Team via HR Connect Messaging or call 1-877-562-8383.***

