



AAV PTO Policy

Date: August 1st, 2024

We are pleased to announce an update to our Paid Time Off (PTO) policy for all full-time employees. Effective January 1, 2025, all existing Vacation and Personal Day balances will no longer be effective. Moving forward all days will be considered PTO. PTO can be used for any type of paid time off. This new policy replaces any current or previous PTO policies. The details of the new policy are outlined below.

PTO Accrual Based on Tenure:

Employment Tenure:

- Day 1 to Year 1: 10 Days PTO, prorated monthly
- Year 1 to Year 2: 10 Days PTO
- Year 2 to Year 5: 15 Days PTO
- Year 5 to Year 10: 20 Days PTO
- Year 10 to Year 15: 25 Days PTO
- Year 15 to Year 20: 30 Days PTO

Key Points:

- Your tenure will be assessed at the end of each calendar year (December 31), determining the tier of PTO available to you for the following year.
- PTO will be front-loaded (All PTO awarded) at the beginning of each calendar year (January 1) or upon the start date of a new employee.
- PTO is valid through the end of the calendar year (December 31). Unused PTO will not carry over into the next year and will be forfeited.
- PTO requests will require manager approval. We will make every effort to approve all requests, but approval will depend on events and operational needs during the requested time frame.
- All PTO requests will need to be requested via ADP.

Employer Buy Back:

- At the end of each calendar year (December 31), the company will compensate employees for up to 5 days of unused PTO (equivalent to one week's pay). However, we want to encourage employees to use all their PTO throughout the year to ensure work-life balance and personal well-being.

HEADQUARTERS

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