

208 - Flexible Time Away for Exempt Employees

Company Policy – HR (United States)

As a services organization, Avnet's strength comes from our people, so we strive to provide a fulfilling work experience that allows employees to thrive professionally and personally. This philosophy is reflected in our commitment to employee well-being and our robust benefit programs.

We firmly believe that time away from the workplace is critical to both employee well-being and business performance. Avnet's Flexible Time Away (FTA) policy offers employees the ability to take time away to relax and refresh, along with the flexibility to manage work and personal obligations in a way that enhances personal productivity and fulfillment.

Purpose

The purpose of this policy is to convey Avnet's position on FTA and provide guidelines for employees and their managers.

Scope/Application

This policy applies to U.S. based **exempt** employees only. Our non-exempt employees utilize Avnet's Paid Time Off (PTO) benefits. Please refer to the non-exempt PTO policy.

Policy

Avnet encourages a reasonable amount of time away from the workplace for employees to handle personal responsibilities and to take care of themselves.

We trust that our employees will use good judgment in determining when to take time off and how much time is appropriate. Employees should not feel hesitant to take time away when needed, nor should their time away be excessive. It is important for employees and their managers to consider the impact of time away on business requirements and coworkers.

Avnet's FTA policy for exempt employees covers the following types of time away: vacation, jury duty, bereavement leave and up to five consecutive days of sick time (sick time in excess of five consecutive business days is subject to our short-term disability (STD) and Family Medical Leave (FML) policies - for more information click [here](#)).

Requesting Time Away

To ensure that Avnet can meet enterprise goals and maintain our high standards of customer service, requests for time away are subject to manager/business approval. Employees are encouraged to make plans in advance and submit FTA requests as early as possible.

Under the FTA policy, employees may take time away from work subject to manager approval. A manager may approve the time away or ask an employee to reschedule due to various factors, including but not limited to:

- The needs of the business;
- Employee work performance; and
- Employee ability to meet work commitments and duties

Avnet will make every effort to honor FTA requests; however, employees must understand that final approval is dependent on several factors, including the number of employees requesting FTA and workload during critical periods.

Effective July 11, 2016 for employees hired after July 11, 2016
Effective January 9, 2017 for all employees
CONFIDENTIAL - FOR INTERNAL USE ONLY

Employees and their managers have a responsibility to ensure that there is a clear understanding of when time away will be taken **before** the time is taken.

From time to time, there may also be major projects that require us to be at peak staffing levels. For this reason, the company reserves the right to limit (gray out) or stop (black out) FTA time for temporary periods of time or particular job functions. The company will strive to communicate any black out or gray out periods in advance.

Recording Time Away

Exempt employees are not required to track time away in eTime or Workday, but managers may ask that employees note time away on their calendar, the manager's calendar and/or a team calendar to ensure visibility and coordinate day-to-day business activities.

Time Away in Excess of Three Consecutive Weeks

Employees will need approval from both their department VP and group HRVP for time away in excess of three consecutive weeks.

Newly Hired Employees

Typically, a new employee should spend the first 90 days of employment learning about the organization and establishing credibility in their new role. Therefore, time away in the first 90 days of employment should be limited. We understand that an employee may have planned time away before accepting a job with Avnet and/or that emergencies requiring time away soon after hire may occur. Newly hired employees should immediately raise any such issues with their manager.

Termination of Employment

Under the terms of Avnet's FTA policy there is no accrual of time away and no entitlement to a specific number of days off per year. This means that no vacation balance will be reflected on your paycheck or in Workday. Further, given this is a non-accrual policy, there is no vacation payout upon termination.

Holidays

If an Avnet observed holiday occurs during a period of an employee's time away, that day will be paid as a holiday.

Status Change

If a non-exempt employee moves into an exempt role, they will transition to Avnet's FTA policy and will not be paid out accrued PTO unless required by local law.

If an exempt employee moves to a non-exempt role, they will transition to Avnet's non-exempt PTO policy. If the employee has more than a year of service, they will receive PTO time equal to one year's worth of accrual based on their scheduled weekly hours as of the date of the change. If the employee has less than a year of service, the amount of PTO added to their accrual will be prorated based on hire date and the employee's new non-exempt accrual rate.

Administration and Review

Avnet's Human Resources Vice Presidents (EM/TS/CSG/Logistics/Services) are responsible for the continuous administration of this policy.

Effective July 11, 2016 for employees hired after July 11, 2016
Effective January 9, 2017 for all employees
CONFIDENTIAL - FOR INTERNAL USE ONLY