

Time Off

We offer a variety of programs that make it easier for you to achieve a healthy work-life balance. You can find more details about our time off programs, including our [Time Off Guide](#).

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As of January 2025

## Holiday

### Eligibility

- Paid holiday time off is available to all regular full-time teammates.
- Regular part-time benefits-eligible teammates qualify for a prorated holiday pay benefit based on the teammate's FTE percentage.
- Regular part-time non-benefits-eligible teammates, and temporary teammates aren't eligible for holiday time off.

On Christmas Eve, banking offices close at 2 pm ET. Business unit managers outside of branch banking determine when their respective areas close on Christmas Eve, keeping in mind that branches need support through 2 pm ET. If Christmas Eve falls on a Saturday or Sunday, we'll operate with regular hours on the preceding Friday.

If a paid holiday falls during your vacation, the holiday won't be charged as a vacation day. If you schedule vacation on Christmas Eve, record your vacation hours based on your scheduled hours in Workday; you won't be eligible for Emergency Closing or Late Open/Early Close time off.

Early closure time must be recorded in Workday as Emergency Closing or Late Open/Early Close. Some subsidiaries and affiliates [follow different holiday schedules](#). If there's a business need for an alternative holiday schedule, it must be approved by Truist's executive leadership. If you work with a Truist subsidiary or affiliate, contact your manager to determine the holiday schedule.

Managers and teammates of business units who are typically scheduled to work on a holiday may [contact Teammate Care](#) to determine how they'll be paid.

### Recording holiday time off in Workday

Nonexempt teammate time off for a holiday should be recorded in Workday as Holiday Scheduled Hours. If you're a full-time, nonexempt teammate, your holiday hours off should reflect your regularly scheduled hours for the day.

If you're a part-time teammate, record the holiday hours off based on your scheduled hours in Workday even if the holiday week might be a week when you work a different number of hours. If you're a nonexempt teammate who works on a holiday, whether full or part-time, you must enter Hours Worked in Workday for the actual hours worked on the holiday.

## **Saturday and Sunday holidays**

If a typically paid holiday falls on a Saturday, we'll grant a floating holiday in place of the holiday. The Saturday then becomes a nonholiday per the Federal Reserve schedule.

If a typically paid holiday falls on a Sunday, we'll observe the holiday on the following Monday. The Sunday then becomes a nonholiday per the Federal Reserve schedule.

## **Floating holidays**

If you were hired after the day for which the floating holiday was granted, you're not eligible for that floating holiday in the current year. If you leave Truist before taking the floating holiday, the day is forfeited and won't be paid out.

Floating holidays should be used between the first of the month prior to and the last day of the month following the month in which the floating holiday was granted. For example, if a floating holiday is granted for Independence Day in July, you should use the floating holiday between June 1 and Aug. 31.

If the floating holiday is granted for a January holiday, it should be taken between Jan. 1 and March 31. If the floating holiday is granted for a December holiday, the floating holiday should be taken between Oct. 1 and Dec. 31. Certain exceptions may apply.

## **Holiday absences**

If you're absent due to sickness or other time off reason the last scheduled workday before and next scheduled workday after a holiday, the holiday is treated as a sick day or other time off day. If you don't have any remaining sick days, the absence must be recorded as a vacation day. If no more vacation or other time off is available, the day must be recorded as unpaid. Managers are responsible for ensuring the day is recorded as sick, other time off, vacation, or unpaid in Workday.

If a paid holiday falls within your approved vacation, the holiday won't be charged as a vacation day. If you're on leave of absence, you won't receive holiday pay. The observed holiday will be paid as sick, sick leave of absence, other time off, vacation, or unpaid.

If you're scheduled to work on a holiday and you're absent due to sickness or other time off reason, the holiday is treated as a sick day or other time off. If you don't have any remaining sick days, record the absence as unpaid, or you can choose to use a vacation day if your manager approves. Managers are responsible for ensuring the day is recorded as sick, other time off, vacation, or unpaid in Workday.

## Religious observances

Truist values the inclusivity of its workforce and recognizes that in a diverse environment, teammates have different religious beliefs and practices, or an absence of them.

Teammates who wish to observe religious holidays that aren't included in Truist's holiday schedule can take such day(s) off as long as the absence doesn't create an undue hardship for Truist business.

To be paid for this time away from work, you must use paid vacation days. If you have no more vacation time, your absence will be an unpaid, excused absence.

Truist provides accommodations to teammates whose sincerely held religious beliefs conflict with specific work rules or requirements unless the requested accommodation would impose an undue hardship on the organization's operations. Submit accommodations requests to [Teammate Care](#).

## Vacation

### Eligibility

Unless otherwise noted:

- Vacation time off is available to all regular full-time teammates except those in job grades 100 and 199, and members of Truist's Operating Council.
- Regular part-time benefits-eligible teammates qualify for a prorated vacation benefit based on the teammate's FTE percentage.
- Regular part-time non-benefits-eligible teammates, and temporary or contract teammates aren't eligible for vacation time off.

If you become ineligible midyear, we'll pay you for any vacation time accrued but not used, or you'll pay us for any vacation time used before it was accrued. If you become eligible midyear or you're rehired after leaving Truist, your vacation accrual will start anew based on your continuous service date.

You may be eligible for a different amount of vacation time if you're:

- A new hire with substantial experience
- A teammate acquired through an acquisition
- A teammate who earned a promotion midyear
- A teammate who was rehired after prior Truist employment
- A teammate who lives in California, Colorado, or Montana, or other location with laws that require different vacation-related rights (contact the [Jurisdictional Work/Life Benefits Addendum to the Handbook](#) for details)



Human Resources enters any additional vacation time in Workday as Special Agreement by the end of February each year. In no circumstance can you be granted more than a total of five weeks of vacation in a year.

**Vacation accrual**

You'll accrue vacation, including special agreement, during the 12-month period beginning Jan. 1 and ending Dec. 31. Vacation accrues on the last calendar day of each month at a rate equal to 1/12 of the annual benefit. Your vacation accrual is based on your years of service or official title, whichever provides a greater benefit. Years of service is based on your continuous service date as recorded in Workday.

Some states, including California, Colorado, and Montana, don't permit forfeiture of unused vacation. In those states, Truist caps the accrual of additional vacation and Special Agreement leave when the teammate's total amount of accrued vacation, well-being, and service recognition reaches 1.5 times the teammate's annual vacation eligibility. Details can be found in the [Jurisdictional Work/Life Benefits Addendum to the Handbook](#).

**For full-time teammates**

Years of service or officer title	Monthly accrual amount (in hours)	Annual accrual (in hours)*	Annual equivalent number of days* (working 8-hour days)
Year of hire - 4	6.67	80	10
5 or officer/analyst/ associate/AVP title	10	120	15
6	10.67	128	16
7	11.33	136	17
8	12	144	18

Years of service or officer title	Monthly accrual amount (in hours)	Annual accrual (in hours)*	Annual equivalent number of days* (working 8-hour days)
9	12.67	152	19
10 - 24 or VP title and above	13.33	160	20
25+	16.67	200	25

*\*You must be employed on the last day of all 12 months in a year to receive the full annual accrual amount.*

Promotion to officer status

Current teammates

If you're employed prior to Jan. 1 of the current year and you're promoted to any officer status, you're eligible for vacation in the current year at the new official title rate or according to the years of service criteria, whichever is greater (see vacation accrual). The new vacation accrual rate, if applicable, begins on the last day of the month in which the new officer title was awarded.

New teammates

If you were employed in the current year and you're promoted to any officer status, you're eligible for vacation in the current year at the new officer title rate. The new vacation accrual rate, if applicable, begins on the last day of the month in which the new officer title was awarded.

Rehires

We'll apply prior service credit in your first calendar year for vacation eligibility purposes. This is your continuous service date. For example:

- With a full-time teammate's previous employment period beginning on May 1, 2002, and ending Nov. 23, 2009, service would be 7 years, 6 months, and 22 days.
- Based on a re-employment date of Feb. 1, 2024, the teammate's continuous service date is July 9, 2016, in Workday. The teammate would be eligible for an 11-month (February-December) pro-rata portion of 136 hours of vacation during 2024.
- If you used unaccrued vacation hours that you didn't repay when you left Truist, your new vacation accrual will be reduced by those number of hours.



## **Vacation purchase**

You may be eligible to buy up to 12 days of vacation time if you know you'll want additional time off without an interruption in pay. You can purchase vacation only during annual benefits enrollment, and you can't change your vacation purchase election during the year.

New hires and teammates joining Truist through an acquisition/merger aren't eligible to purchase vacation until annual benefits enrollment.

Vacation purchase automatically ends for the following reasons:

- If your schedule changes and you're no longer eligible for vacation (that is, your weekly scheduled hours in Workday drop to less than 20 per week)
- If you're approved for long-term disability

If you move from benefits/vacation eligible to ineligible midyear or are approved for long-term disability, we'll pay you for any purchased vacation time purchased but not yet used. You'll owe Truist if you've used more purchased vacation than you actually purchased.

If you become benefits/vacation eligible again or return from long-term disability later in the same calendar year, you can't reenroll in the vacation purchase plan until annual benefits enrollment. Teammates in job grades 100 and 199 aren't eligible to buy vacation days.

Deductions for purchased vacation are made on a pretax basis, based on your Sept. 30 pay rate. If you're on an unpaid leave of absence, deductions will be drafted from your checking account (in the same manner as all benefits deductions).

Under federal law, you must use all company-provided vacation before using purchased vacation. Vacation is used in this order (and is automatic in Workday):

- Special agreement
- Vacation (including any vacation carried over from the previous year)
- Purchased vacation

Purchased vacation can't be carried over from one calendar year to the next. Unused purchased vacation is forfeited at the end of the year except for teammates who live in California, Colorado, and Montana, where it will be paid to you on the last payroll of the calendar year.

## **Vacation carryover**

We encourage you to take all of your eligible vacation during each calendar year. However, up to 40 hours of unused accrued vacation automatically will roll over to the following calendar year for both part-time and full-time teammates. Special Agreement time can't be carried over.

Each year, you're required to attest that your prior year's time off and time off balance are accurate. If the attestation isn't done by the deadline, your vacation carryover balance from the prior year will be forfeited.

Some states have different rules about vacation carryover. Details can be found in the [Jurisdictional Work/Life Benefits Addendum to the Handbook](#).

## **Vacation planning**

You can use vacation before accruing it. For planning purposes, you should submit vacation requests for the year to your manager prior to April 1 or, if a winter vacation is planned, as soon as possible after Jan. 1.

If vacation plans conflict within a department, the manager establishes priority within each job classification, considering each teammate's responsibilities and length of service. Please follow your department's guidelines for vacation requests.

(Teammates in the unlimited vacation plan still have to request time off through their manager, and managers will review for approval. Both teammates and managers will be responsible for ensuring coverage while teammates are out of the office.)

## **Unlimited vacation**

Teammates in job grades 100 and 199 and members of Truist's Operating Council fall under the unlimited vacation plan and don't accrue vacation time. Nonexempt teammates should use the time off code Unlimited Time Off when entering time off in Workday. Exempt teammates aren't required to enter their time off.

If a teammate (not a member of Truist's Operating Council) moves to another job grade that falls outside of the unlimited vacation plan, they'll receive a full month accrual starting in the month the transition occurs (the amount is based on their continuous service date).

If a teammate (not a member of Truist's Operating Council) moves from a job grade with the accrued plan to one under the unlimited vacation plan, their accrual will stop effective the month the transition occurs, and any current accrued vacation balance will freeze.



Up to 40 hours can be carried over to the following calendar year and will be held until a teammate returns to a role within the accrued vacation plan or terminates employment if the teammate remains in the unlimited vacation plan until termination. If a teammate terminates employment in the same calendar year in which the transition of roles occurred, they'll be paid any accrued amount on their final paycheck. If a teammate has taken vacation days in excess of time accrued, they'll be expected to reimburse Truist.

Teammates who work in California, Colorado, and Montana should contact the [Jurisdictional Work/Life Benefits Addendum to the Handbook](#) for details about the treatment of accrued vacation.

### **Truist's Operating Council (OC) and unlimited vacation**

All members as of Jan. 1, 2025, will remain in the unlimited vacation plan.

New hires who will be OC members will be added to the unlimited vacation plan at the time of hire.

For current teammates:

- If a teammate moves onto the OC during the year, they will remain in the accrued vacation program until January 1 of the next calendar year
- If a teammate moves off the OC during the year, they will remain on the unlimited vacation plan until January 1 of the next calendar year

### **Vacation at time of termination**

If you have unused, accrued vacation days at the date of termination, you'll receive them as pay. If you've taken vacation days in excess of the time accrued, you'll be expected to reimburse Truist. You can't use a vacation day as—and must work on— your last day of employment.

Teammates in the unlimited vacation plan don't receive a vacation payout unless they have any accrued vacation time.

### **Unpaid personal absences**

Once you've exhausted your available vacation hours, you can request unpaid time for any additional absence needs. You must adhere to your department's guidelines about call-out or time off request procedures.

Unpaid, pre-planned personal time off is granted at the manager's discretion based on business needs and compliance with [Fair Labor Standards Act \(FLSA\) regulations](#). Managers should be aware that, in accordance with FLSA regulations, the pay for teammates in exempt positions can't be reduced for either a full or partial day of pay except in specific circumstances. Managers should [contact Teammate Care](#) for guidance about unpaid time off.

How to enter this time in Workday:

- If you're a nonexempt teammate, enter in Time Tracking as Unpaid Personal/Sick Time.
- If you're an exempt teammate, only your manager can do it. They'll enter your unpaid time off in as Unpaid Personal/Sick.

### **Vacation during leaves of absence**

When you take an approved leave of absence, we allow pay for vacation if you desire, up to the number of days you'll accrue in the calendar year minus any days already taken. Failure to return to work at the end of the approved leave may result in overpayment of vacation days, which must be repaid.

Teammates in the unlimited vacation plan can use vacation time only if they're on an approved FMLA-protected leave. If a teammate is on a leave not protected by FMLA, they can't use vacation time (unless the use of vacation time is otherwise required by state law) and must return to active status by physically returning to work at pre-absence scheduled weekly hours before they can take any unlimited vacation hours.

If you take a non-FMLA/State-protected unpaid, medical, disability, or personal leave of absence, you won't accrue vacation while on leave of absence. Vacation accrual begins again upon confirmation of return to work.

Contact [Teammate Care](#) about how your leave of absence affects your annual vacation accrual.

### **Vacation and workers' compensation**

If you're injured on the job, you may be entitled to [workers' compensation](#), if approved by the state in which you work, up to the maximum allowed by the state. Once a workers' compensation claim is approved, you're not eligible to use vacation for time off related to that injury, including any applicable waiting period. Please see the sick pay section of this handbook for more guidance.

### **Vacation and National Guard or Reserve**

You aren't required to use all or any part of your vacation to attend required National Guard or Reserve training; however, you may elect to do so.

After you've exhausted your paid military time off, if you aren't eligible for vacation pay or choose not to use vacation during training, then time off for National Guard or Reserve duty is unpaid. The exception is when an exempt teammate works part of the week but misses another part of the week due to National Guard or Reserve duty. If the exempt teammate is away from work the entire workweek and isn't eligible for vacation pay or chooses not to use vacation during training, the time away may be deducted for that week.

(Teammates in the unlimited vacation plan should [contact Teammate Care](#) to determine eligibility if they've exhausted their military time off and would like to use vacation time during National Guard or Reserve training.)

## Sick pay

Sick pay helps protect you from loss of income while you attend to your health needs.

You may use sick pay for the following reasons:

- Personal illness or injury
- Caring for a sick child, parent, or spouse/domestic partner
- Attending medical appointments for yourself or your child, parent, or spouse/domestic partner
- Issues related to domestic violence or sexual assault

Qualified dependents are defined on our [benefits site](#) and local/state jurisdictional differences can be found in our [Jurisdictional Work/Life Benefits Addendum to the handbook](#).

Sick pay applies whether or not the absence is covered under FMLA, is a reasonable accommodation under the ADA, or is leave pursuant to other regulatory protected leave. If you have excessive non-FMLA or other nonregulatory protected and qualified absence from work that leads to performance issues, you may be counseled by your manager.

Managers should contact [Teammate Care](#) for more specific guidelines or any questions.

Record this time in Workday as Sick Time Off – Teammate Illness or Sick Time Off – Family Illness.

## Eligibility

Eligibility for sick pay is based on your weekly scheduled hours in Workday and teammate type:

- **Sick-pay plan** for regular teammates with scheduled weekly hours in Workday of at least 20 hours per week. Part-time benefits-eligible teammates qualify for a prorated sick-pay time off based on the teammate's FTE percentage.
- **Sick-pay accrual plan** for regular teammates with scheduled weekly hours in Workday of less than 20 hours per week and temporary teammates on Truist payroll.

## Sick-pay plan

On January 1 of each year, you'll receive 80 hours of sick pay that may be used at any time during the calendar year.

A teammate on leave of absence over a year-end period must return to active status by physically returning to work at pre-absence scheduled weekly hours before the current year's sick-pay hours are reinstated and available to use.

Any sick-pay hours used in the new calendar year for the first 10 days of leave of absence that began in the previous year will be deducted from the current year's sick-pay hours' balance.

Sick pay doesn't roll over from year to year unless required by applicable state or local law. At termination, unused sick-pay hours aren't payable to you.

Refer to the [Jurisdictional Work/Life Benefits Addendum to the Handbook](#) for details about applicable state and municipal laws.

## Sick-pay accrual plan (for part-time teammates)

Part-time teammates accrue one hour of sick pay for every 30 hours entered as worked and approved in Workday, up to 80 hours in a year. You may use only up to 80 hours of sick pay in a year. Sick-pay hours must be accrued before you use them.

Up to 80 hours of accrued sick pay may carry over to the next calendar year. (This applies only to regular teammates with scheduled weekly hours in Workday of less than 20 hours).

At termination, unused sick-pay hours aren't payable to you. If you're rehired within one year of termination, your prior sick-pay hours balance will be restored as of your hire date.

## Medical documentation

Managers should [contact Teammate Care](#) about requests for doctors' notes or other medical documentation.

Send all doctors' notes or any other medical documentation to the [Medical Records Database using a medical records fax cover sheet](#) or by email to [SV-MedicalRecords@truist.com](mailto:SV-MedicalRecords@truist.com).

When emailing or faxing, include the fax cover page with the documents you're submitting. Managers should never request or keep a medical record, including doctor notes, in any file (hard copy or electronic).

## Sick pay during a leave of absence

You're required to use available sick-pay hours if you go on a medical leave of absence.

## Unpaid absences

Once you've exhausted your available sick pay, and if your absence isn't FMLA-protected, you're required to use vacation or other paid time off. If no paid time off is available, time off may be unpaid for any additional absences related to your illness or injury or to care for an ill or injured child or stepchild, parent or stepparent, or spouse or domestic partner.

Under regulations, pay for teammates in exempt positions can't be reduced for less than one full day of pay except in specific circumstances. Managers should contact [Teammate Care](#) for guidance about unpaid time off.

Once you've exhausted your available sick pay, and if your absence is FMLA-protected, teammates (exempt or nonexempt) can choose to take full or partial days as vacation, another paid time off type, or as unpaid. Managers of exempt teammates who want to take unpaid time off should contact [Teammate Care](#) for guidance.

(Teammates in the unlimited vacation plan can't use vacation time for unpaid absences unless they are FMLA-protected, or unless the use of vacation is otherwise required by state law.)

How to enter this time in Workday:

- If you're a nonexempt teammate, enter in Time Tracking as Unpaid Personal/Sick Time.
- If you're an exempt teammate, only your manager can do it. They'll enter it into the Absence Calendar as Unpaid Personal/Sick.



### **Integration with workers' compensation**

If you're injured on the job, you may be entitled to workers' compensation. If approved by the state in which you work, you'll be paid by workers' compensation, up to the maximum amount allowed by the state. Once workers' compensation benefits begin for an injury, you aren't eligible for pay under the sick-pay program related to that injury.

Any applicable waiting period is paid from your available sick-pay hours. If your medical condition isn't approved under workers' compensation guidelines, you may be eligible to use sick-pay hours.

If a teammate has an accident, becomes ill, or suffers an injury at work, the teammate's supervisor must notify Truist's workers' compensation administrator. The supervisor must report the incident even if the teammate does not need medical treatment at the time of the incident.

## **Required absences for sensitive key positions**

Teammates in sensitive key positions are required to take a certain amount of time away from their jobs each year. This reduces your vacation balance and must be taken as consecutive workdays, minus any holidays or emergency office closures, because those don't count as workdays.

For example, if Independence Day falls on a workday, it can't be counted as part of the five consecutive workdays, so the absence must be extended by one non-holiday absence day. Please see [Sensitive Key Position Required Absence Policy for details](#).

Enter this time in Workday before the absence as Required Time Off for Key Positions.

## **Service recognition**

All regular teammates of Truist and its subsidiaries and affiliates with scheduled weekly hours in Workday of at least 20 hours per week are eligible to receive service recognition time off based on their continuous service date. They also are [eligible to receive a recognition keepsake](#).

Recipients at specified service year anniversaries will receive paid time off according to the schedule below (prorated for part-time benefits-eligible teammates).

Recognition	Service year anniversary	Additional time off hours in anniversary year*
Service recognition day(s)	5	8
	10	16
	15	24
	20	32
Service recognition week	25, 30, + Future 5-year milestones	40

*\*Prorated for part-time, benefits-eligible teammates.*

Service recognition time off should be taken within the year it’s awarded. Time may be taken in full or partial day increments.

Unused service recognition time can’t be carried over from one calendar year. Unused service recognition hours are paid to a teammate if they terminate employment in the year the day(s) are awarded.

Record this time in Workday as Service Recognition Day or Service Recognition Week.

**Rehired teammates**

If you leave Truist and are rehired at a later date, we’ll determine a continuous service date for your accumulated previous service. Rehired teammates aren’t eligible for service recognition in the year in which they are rehired. Merger teammates can participate in the service program at an agreed-upon time set by Human Resources.

**Bereavement**

We offer two types of [bereavement time off](#):

**Bereavement for immediate family:** Up to 80 hours of paid time off per occurrence for the death of:

- Spouse/domestic partner
- Child (including loss of a child due to stillbirth)
- Parent
- Sibling (including “step” relationships)
- Any person who at the time of death was living in your household as a member of your family unit

This time must be used within one year of the date of death. This is recorded in Workday as Bereavement for Immediate Family.

**Bereavement for other relatives:** Up to 24 hours of paid time off per occurrence, up to 80 hours total per year for the death of

- Son-in-law
- Daughter-in-law
- Father-in-law
- Mother-in-law
- Grandparent
- Great-grandparent
- Grandchild
- Great-grandchild
- Brother-in-law
- Sister-in-law
- Spouse/domestic partner’s child, mother, father, grandparent, grandchild, brother, or sister (including “step” relationships)

This time must be used within one year of the date of death. This paid time is recorded in Workday as Bereavement for Other Relatives.

**Bereavement for loss of child due to miscarriage:** Up to 24 hours of paid time off, which must be used within one year of the occurrence. This is recorded in Workday as Bereavement for Immediate Family.



## New parent

You can use up to 400 hours of new parent time off (prorated for part-time benefits-eligible teammates) to bond with a newborn or a child you're fostering or have adopted. You must use this time off within one year following the birth, adoption, or new foster arrangement. This benefit is designed to help the parent who didn't give birth or take maternity leave or parental leave.

In the event of multiple children (such as twins or sibling adoptions) or multiple events (such as birth, adoption, foster placement), the maximum benefit is still 400 hours per calendar year per teammate. You can't use more than 400 hours (prorated for part-time benefits-eligible teammates) even if dividing the time between calendar years.

Any new parent time off taken in the current calendar year for an event that occurred in the prior year will reduce the current year's new parent time off balance.

For example, if you use 160 hours of new parent time off in December of last year to bond with your newborn, you may use only 240 hours of new parent time off in the current year, leaving you with 160 hours of new parent time off to use if you have another event.

To qualify for new parent time off, teammates must complete a form certifying they are or will be bonding with a newborn, are fostering, or have adopted a child within one year following the birth, adoption, or new foster arrangement.

Record this intermittent time in Workday as New Parent Time Off.

## Adoption fee reimbursement program

Full-time teammates with at least one year of service can [apply for the Truist adoption reimbursement](#) benefit of up to \$10,000 in qualifying adoption expenses for each adopted child up to two adoptions per lifetime.

To qualify, the child must be a new family member for both adoptive parents. Teammates who marry and adopt the child or children of their new spouse don't qualify, and the child may not be related to either parent by blood or marriage.

## Accrued time off

Regular nonexempt teammates with 19 or fewer scheduled weekly hours in Workday and temporary teammates accrue one hour for every 30 hours worked, for a maximum of 40 hours.



Regular exempt teammates with 19 or fewer scheduled weekly hours in Workday and temporary teammates accrue one hour accrued for every 30 hours scheduled to work, for a maximum of 40 hours.

Teammates may use accrued time off for any reason. Up to 16 hours of unused, accrued time can be carried over, and all unused, accrued hours will be paid out at termination.

Record this time in Workday as Accrued Time Off.

## Jury duty

Benefits-eligible teammates receive up to 20 paid days off for jury duty. Beginning on the 21st day of jury duty, we'll offset your pay with any compensation received from jury service.

If you're called for jury duty, you must provide the documentation to your manager immediately so arrangements can be made to cover your absence.

You're expected to report back to work on a daily basis if relieved or excused early by the court.

Record this time in Workday as Jury Duty.

If you're considered highly incented,\* use this chart to determine your pay during jury duty:

Jury duty absence period	How you'll be paid if highly incented
First 14 calendar days	Regular base pay
15th - 28th calendar days	11th business day pay replacement is based upon Benefits Annual Rate (BAR). For new hires with a default BAR, the pay rate is calculated using the higher of either the default BAR or the average BAR qualified earnings for the most recent three months of pay. For newly transferred teammates with a lower BAR than regular base pay, the pay rate is calculated on regular base pay.
29th calendar day until jury duty ends	Truist supplements the difference between Benefits Annual Rate (BAR) and jury duty pay.

*\*Highly incented teammates are those in commission jobs with lower fixed salaries who earn monthly commissions on production in accordance with the terms of their business incentive plans.*

## Volunteer or dependent educational involvement

Each year, you have up to 24 hours of paid time off to work on a community-related project of your choosing or to participate in the education of a dependent under the age of 26. Find examples on our [benefits site](#).

This time off is to volunteer with a charitable or nonprofit organization, public or private school of a teammate's choosing, or for benefits-eligible teammates to participate in a dependent's education. Unused volunteer or dependent education involvement time off can't be carried over from one calendar year to the next and isn't paid to teammates upon termination.

Record this time in Workday as Volunteer/Dependent Education Involvement.

## LifeForce

You're eligible for paid time off for [LifeForce](#) coaching and assessments if you're enrolled in Truist's medical benefits. The time you spend traveling to and from your LifeForce appointment and the appointment time itself are considered paid time off.

You're encouraged to have your lab work completed before or after your scheduled work shift if possible. To help with scheduling, your time off should be entered in Workday as soon as you receive the appointment notice.

Record this time in Workday as LifeForce Time Off.

## Well-being

Well-being time off is separate from vacation and sick time off. It's designed to help you take care of your physical, emotional, financial, career, community, and social well-being.

Well-being hours are available on January 1 each year and are based on the teammate's full-time employment percentage as of that date. If a teammate's scheduled hours change during the year, well-being hours won't change. Unused well-being time off can't be carried over from one calendar year to the next and isn't paid to teammates upon termination.

Record this time in Workday as Well-being Time Off.

## Military service

Truist supports our military and veteran teammates by providing up to 15 business days of paid time off to attend required National Guard or Reserve training or if involuntarily activated to duty.

If you use more than 15 business days of time off and need more time away for training, you should record your time away as Unpaid Military or Vacation.

If you'll be away for more than 14 consecutive calendar days, please contact [Teammate Care](#). Record this time in Workday as Military Service Time.

## Natural disaster

We may offer paid time off for you to assess and recover from damages to their primary residence or vehicle used to commute to work due to a natural disaster (such as hurricane, flood, or tornado). This time is available to all regular full-time and part-time teammates, regardless of benefits eligibility, with proper approval as outlined below. If more than one teammate resides at that same address, each teammate is eligible to receive the time off.

This type of leave is available to teammates only when inclement weather disrupts business across key markets prompting activation of the Corporate Event Response Team (CERT).

The Chief Teammate Officer makes one blanket time-off approval for each natural disaster and can approve a maximum of 10 days or 80 hours of natural disaster time off per incident. CERT members will be made aware of the blanket time-off approval and will inform their business unit or corporate function accordingly.

Impacted teammates can then submit a Workday request for natural disaster time off. As with other types of leave, the teammate's manager would decide whether to approve the request. Teammates should request only the time off they need to response to impacts from the natural disaster.

Natural disaster time off is applicable to teammates who aren't on an approved leave of absence (including medical/sick, disability, maternity, parental, military duty, personal leave, unpaid medical leave, FMLA, extended jury duty, and workers' compensation) at the time of the incident.

Teammates who have submitted time off for vacation, sick pay, bereavement, or service recognition prior to the approved natural disaster event may be eligible for natural disaster time off at the discretion of their manager if the incident prevents them from using their time off for the intended purpose.

Record this time in Workday as Natural Disaster.

## **Inclement weather and emergency closings**

Sometimes our locations have to close unexpectedly due to emergencies and bad weather. If your location is open, you must make all reasonable efforts to come to work as scheduled. In inclement weather, you should anticipate increased travel time and leave home early enough to arrive safely at work as soon as possible.

You may be expected to resume your work at an alternate site, even in cases of an emergency closing. Often, you can work remotely so that we can meet the needs of our clients.

Teammates with office-centric workstyles have a flexible work location between a Truist facility, home, or an alternative workspace due to the nature of their role. If you're an office-centric teammate, you're expected to perform work and won't be eligible for Inclement Weather time off.

### **Decision to close**

When considering an emergency closing of an office, we evaluate:

- The safety of teammates and clients
- Current information from the National Weather Service and state transportation departments
- Input from the business unit manager or department head and other offices within the same city area
- The need to process outstanding work
- The need to continue providing support services to other areas of Truist.

### **Decision to remain open**

If local management determines their office will remain open, a further decision is required related to teammates who are unable to get to work safely. Although the standard is that teammates are paid only for hours worked, exceptions in rare and unusual situations can be made.

If you determine that you can't safely get to your work location, your manager may approve the Inclement Weather time off type in Workday. This may occur when a teammate's branch or office isn't closed for inclement weather, but the teammate, along with their manager, agree that it isn't safe for the teammate to travel to work.

Managers must actively engage with you to determine whether the weather-related absence should be compensated. The purpose of this time off is to protect your safety, not to address issues related to school closings, childcare, or other non-safety related issues that could occur because of inclement weather.

### **Notification of the decision to close**

If leaders decide to close an office due to inclement weather, natural disaster, or a company-related emergency, they must notify:

- Their immediate manager
- The business unit manager or department manager

### **Effect on pay**

If your branch or office opens late, closes early, or is closed due to an emergency or inclement weather, you'll be paid for the hours you were scheduled to work.

Record this time in Workday as Emergency Closing or Late Opening/Early Close.

If the office is open and you're absent due to inclement weather, the absence is counted as a vacation day, unless otherwise approved by local management. If no vacation days are available, the absence is unpaid.

If the office is open and you're absent due to being directly impacted by a natural disaster, paid time may be available with approval from executive leadership.

If your office closes, you may be able to work from home or from another location. Nonexempt teammates must communicate with their managers about how to proceed. Exempt teammates are expected to meet their work requirements and complete their work assignments even during emergency closings.

## Voting

If possible, please vote before or after your scheduled work shift. If not, we offer up to three hours paid time off to vote in elections for regular full-time and part-time teammates, regardless of benefits eligibility. Work with your manager before Election Day to use this time off.

Record this time in Workday as Voting Time Off.

## Other time off

Unless otherwise noted:

- Paid other time off is available to all regular full-time teammates.
- Regular part-time benefits-eligible teammates qualify for a prorated other time off benefit based on the teammate's FTE percentage.
- Regular part-time non-benefits-eligible teammates, and temporary or contract teammates aren't eligible for other time off.