

## **Sick Leave Donation**

AV will allow its employees to voluntarily help other employees who may have exhausted their balance of accrued vacation and sick leave and need additional sick leave hours.

### **GUIDELINES:**

Employees requesting to receive donated sick leave hours must first meet similar requirements as outlined in the Family and Medical Leave Act, and must have exhausted all accrued vacation and sick leave hours. Requests to receive or donate sick time must be made in writing and must first be approved by People & Culture.

### **ELIGIBILITY:**

Employees must be employed with AeroVironment for at least one year to be eligible to donate and 90 days to be eligible to receive donated sick leave hours.

### **DONATION:**

- The donation of sick leave hours is strictly voluntary.
- Donated sick leave hours will go into a leave bank for use by any eligible recipient and may not be designated to any specific individual.
- The recipient's identity will not be disclosed to donating employees.
- The donation of sick leave hours is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick leave hours that an eligible employee may donate is 5 hours per calendar year; the maximum is 80 hours per calendar year.
- Donations may not exceed 50% of the donor's leave bank.
- Employees cannot borrow against future, un-accrued sick leave hours to donate.
- Employees who are currently on an approved leave of absence cannot donate sick leave hours.
- Donator must complete and submit a Sick Leave Donation Form for approval.

### **REQUESTING DONATED TIME:**

Employees who would like to receive donated sick leave hours are required to (1) contact AV's leave process carrier, (2) have been approved for a FMLA or Medical leave, (3) file for applicable state approved benefits (i.e. SDI), and (4) submit a written request to People & Culture (an email request is sufficient).

If the recipient employee has available sick leave or vacation time in his or her accrued balance, this time must be used prior to being eligible to receive or use any donated sick leave. Donated sick leave may only be used for time off related to the approved request. Use of donated sick leave is subject to all applicable taxes at time of payment.

Employees who receive donated sick leave hours from the donation bank are subject to the same provisions as described in the Company's employee handbook with regard to service continuance, insurance coverage, performance reviews and salary increases, time off accrual, holiday, and other benefits. The maximum number of hours an employee can receive from the sick leave donation bank in a 12 month period is 120 hours, if the amount requested is available for donation from the sick leave donation bank.

This benefit will be administered in conjunction with, and in a manner that takes into account, payments received from other State programs such as SDI and employee benefit programs such as the Company's short-term disability or long-term disability plans. At no time will an employee receive compensation greater than their regular base salary.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.