

## We're giving you additional flexibility and making it easier to take time away

As part of our ongoing commitment to support your physical, emotional and financial wellbeing, we continue to provide both ongoing and enhanced benefits and resources to help you and your family.

Through our year-long emphasis on health and wellness, we reinforce the need for us all to take time to rest and restore our energy. This is more important than ever. We encourage teammates to plan and schedule vacation time now, rather than wait until the end of the year.

With this in mind, we are providing greater flexibility for how and when you can use vacation days and occasional illness days during this year. We encourage teammates to use vacation days in the weeks or months ahead, for time spent on vacation, a "staycation," or rest and relaxation at home. Start planning your time away. Be sure to speak with your manager for planning purposes. Then enjoy your days off! Take time for yourself, and let's all recharge.

**New and extended! Vacation days: You can now carry over\* up to five days of accrued-but-unused vacation into early 2021. The carryover days must be used by March 31, 2021.**

If you haven't already, schedule your vacation days and remember to receive manager approval before taking time off:

**Hourly employees:** Continue to record all vacation and purchased time off (PTO) days in [Workday](#).

**Salaried employees:** We highly recommended you record your time in [Workday](#), as it will help us track any days eligible for carryover.

There will not be a payout for unused 2020 vacation time.

**New! Personal days: Now through Dec. 31, you can use up to five of your occasional illness days as personal days. This is an increase from the standard two days allowed for personal use.**

We're making it easier to take the time you need to catch up on routine appointments or any personal commitments you may have missed over the last few months.

Remember: Your manager will need to approve personal time off before you take it, unless the absence is unforeseeable (e.g., an emergency, car trouble, etc.). Be sure to record your personal days in [Workday](#).

**Ongoing! If you purchased days off for 2020, we encourage you to schedule and use your purchased time off (PTO).**

Please ensure your PTO hours are appropriately recorded in [Workday](#) for proper tracking and potential reimbursement of any unused PTO. All PTO should be entered into Workday by Monday, Nov. 30, and used by Dec. 31. Any accrued and unused PTO will be reimbursed to eligible employees prior to year-end 2020.

These enhancements demonstrate how we're continuing to make Bank of America a great place to work. For updates on our benefits and resources, visit the [Benefits and resources](#) page of the Coronavirus centralized resources on Flagscape.

\*The carryover is limited to five days of unused vacation time in 2020, and managers cannot increase the amount of vacation time carried over or authorize payment of unused vacation. In addition, by law, employees in California, Colorado, Montana and Nebraska will have all accrued-but-unused vacation time automatically carried over.

Visit [HR Connect](#) at any time for more information about available benefits.