

Remember to use your 2020 vacation carryover days by March 31, 2021 – and start scheduling your 2021 time-off

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

As part of our commitment, we provided greater flexibility in 2020 around how and when you could use vacation days and occasional illness days during 2020, including allowing teammates to **carry over* up to five days of 2020 accrued-but-unused vacation into early 2021. The carryover days must be used by March 31, 2021.**

If you haven't already, start scheduling your 2021 vacation days (including any 2020 carryover days, if eligible) and remember to receive manager approval before taking time off.

This enhancement demonstrates 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.