

# Sick Time Donation Program

## 1 Summary

AeroVironment (AV) allows employees to voluntarily donate sick time hours to other employees who have exhausted their accrued vacation and sick time balances and have a need for additional sick time hours.

## 2 Scope

This policy applies to all regular AV employees and supplemental intern employees in the United States. This policy does not apply to temporary workers or contractors.

## 3 Policy

### Eligibility To Donate Sick Time Hours

Employees must be employed with AV for at least one year and not be on an approved leave of absence to donate sick time hours.

### Donating Sick Time Hours

Donating sick time hours is voluntary. All donated sick time hours go into a sick time bank for use by any eligible recipient. Sick time hours may not be donated to a specific employee. The recipient's identity will not be disclosed to employees who donate sick time. Sick time hours are donated on an hourly basis, without regard to the dollar value of the donated or used sick time. An employee may donate a minimum of 5 hours and up to a maximum of 80 hours of sick time per calendar year. Donations may not exceed 50% of the donor's available sick time. Employees may not borrow against future sick time hours to donate.

Employees who wish to donate sick time hours must complete and submit a Sick Time Donation Form for approval.

### Eligibility To Receive Donated Sick Time Hours

Employees requesting to receive donated sick time hours must:

- be employed with AV for at least 30 days
- have exhausted all accrued vacation and sick time hours
- be approved for a Leave of Absence
- sign an acknowledgement of donated sick time hours receipt (records will be maintained by P&C Benefits for seven (7) years)

### Requesting Donated Sick Time Hours

Employees requesting donated sick time hours must:

- file for Leave of Absence through AeroVironment's leave process carrier
- file for applicable state benefits (e.g., SDI)
- complete the sick time donation form on AV Connect

## Sick Time Donation Program

Recipients may receive a maximum donation of 80 sick time hours in a 12-month period. AV cannot guarantee the availability of sick time hours in the donation bank when requested. Donated sick time may only be used for time off related to the approved request. Use of donated sick time is subject to all applicable taxes at the time of payment. Eligibility for donated sick time does not change the recipient's terms or conditions of employment or employee benefits.

This policy does not change the maximum amount of time an employee can take off or limit the amount of time off under the Family and Medical Leave Act (FMLA) or other applicable Federal or State leaves.

### Coordination of Benefits

Receipt of donated sick time hours will be coordinated with payments received from state programs (e.g., SDI), short-term disability, and long-term disability plans. AV will not pay an employee above their regular base salary.

### No Retaliation or Discrimination

AV prohibits any form of retaliation or discrimination against an employee for attempting to use or using donated sick time under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to their People and Culture Business Partner.

AeroVironment reserves the right to modify this policy at its discretion at any time without prior notice.

## 4 Authority and Responsibility

**Functional Owner:** People & Culture

**Functional Participants:** All Departments