

## HIGHLIGHTS

Here is a summary of some key features of the Vacation Buy Plan.

Plan Feature	Summary
Eligibility	If you are an <b>eligible employee</b> (regular, active, full-time, salaried or term employee who works for a <b>Participating Company</b> ), you are eligible for coverage.
Enrollment	When you join the Company, the <b>Avaya Health and Benefits Decision Center</b> (see “Important Contacts”) will send you information on how to enroll in your benefits, including the Vacation Buy Plan. You will have a new opportunity to elect to purchase vacation days for the following year during each year’s <b>annual enrollment</b> period. Once your election is made for the calendar year, you cannot change your election during the year. Your supervisor must approve the purchase of your Vacation Buy days.
Coverage Provided	The Vacation Buy Plan gives you the opportunity to purchase vacation days that, combined with what you already have, give you six weeks (30 days) of vacation time (excluding floating holidays and carry over vacation days).
When You Can Take Your Purchased Vacation Days	<p>Before you can take your purchased vacation days:</p> <ul style="list-style-type: none"> <li>• The IRS requires you to use all your regular vacation days from the previous and current calendar years, and</li> <li>• Your supervisor must approve your scheduled vacation, including Vacation Buy days, in advance.</li> </ul>
Use Them or Lose Them	You must use all of your purchased vacation days by September 30th of the calendar year for which you elect them. For employees in most states, unused Vacation Buy days are forfeited at the end of the year. You cannot carry over purchased Vacation Buy days from year to year.
If You Leave the Company	<p>If you retire, die or otherwise terminate employment with a <b>Participating Company</b> and you have:</p> <ul style="list-style-type: none"> <li>• Purchased days you have not yet taken, you (or your estate) are entitled to a refund for those days.</li> <li>• Taken vacation days for which your payroll deductions are not yet complete, you must refund the difference to the Company.</li> </ul>
Cost	You purchase your vacation days. The Company does not contribute toward the cost of this benefit.
Tax Advantages	You buy your vacation days with pre-tax dollars.