

## PARTICIPATING IN THE PLAN

### ***Who Is Eligible***

You are eligible to participate in the Vacation Buy Plan on your first day of work as an **eligible employee** who works for a **Participating Company**, provided you are hired on or before *June 1st* of the Plan Year.

Individuals who are not paid from the U.S. payroll of a **Participating Company**, who are employed by an independent company (such as an employment agency), or whose services are rendered pursuant to an agreement excluding participation in benefit plans are not eligible to participate in the Vacation Buy Plan.

### ***How to Enroll***

#### **Newly Eligible Employees**

An enrollment letter will be sent to your home address when you first become eligible to participate in the Vacation Buy Plan. The letter will include information about the Vacation Buy Plan, how to enroll and the date by which you must make your election. You can make your enrollment election online by logging onto the Avaya Healthy Decisions Web site at [www.AvayaHealthyDecisions.com](http://www.AvayaHealthyDecisions.com) or by calling the **Avaya Health and Benefits Decision Center** (see "Important Contacts").

#### **Annual Enrollment**

During **annual enrollment**, you will have an opportunity to select the benefits that best meet your needs for the coming year. **Annual enrollment** is held once a year, usually in the fall.

You will be sent enrollment information that will explain how to enroll for the Vacation Buy Plan. If you want to continue participating in the Vacation Buy Plan for any year after the year of your initial enrollment, you must re-enroll each year during **annual enrollment**. Your election does not automatically continue from one year to the next.

Elections made during **annual enrollment** are effective on the first day of the following calendar year.

#### **If You Do Not Enroll**

If you do not make any election by the date specified in your enrollment letter, you will not have an opportunity to enroll in the Vacation Buy Plan until the next **annual enrollment**.

## **Confirmation Statements**

A confirmation statement will be generated after you enroll or change benefits during **annual enrollment** or at any other time during the year. Be sure to review the information carefully and report any discrepancies immediately to the **Avaya Health and Benefits Decision Center** (see “Important Contacts”).

### ***Your Cost***

You pay the cost for the vacation days you elect to buy, on a pre-tax basis throughout the calendar year. Your cost is calculated in two steps:

**Step 1.** Divide your **annual pay** by 260.

**Step 2.** Multiply the result of Step 1 by the number of days you buy.

For example, if your **annual pay** is \$52,000 and you elect to buy 2 additional vacation days, your cost is \$400, as follows:

**Step 1.** \$52,000 divided by 260 = \$200.

**Step 2.** \$200 times 2 days = \$400 total cost.

In this case, a total of \$400 would be deducted from your paychecks in equal amounts throughout the calendar year on a pre-tax basis.

### ***When Coverage Ends***

Coverage ends when:

- You leave the Company for any reason (including death and retirement),
- You are laid off.
- You are no longer considered an **eligible employee**,
- You fail to make the required contributions,
- The Company you work for ceases to be a **Participating Company**,
- The last day of the Plan Year unless you re-enroll, or
- The Vacation Buy Plan is terminated.

### ***Other Reasons Your Coverage Will End***

In addition, when any of the following happens, you will receive written notice that your coverage has ended on the date identified in the notice:

- Fraud or misrepresentation, or because you knowingly gave the Plan Administrator (see “Important Contacts”) or **Avaya Health and Benefits Decision Center** false, material information. Examples include false information relating to your eligibility.
- You commit acts of physical or verbal abuse that pose a threat to the staff of the Plan Administrator or **Avaya Health and Benefits Decision Center**.
- You in any other way materially violates the terms of the Vacation Buy Plan.

### ***Changing Your Coverage During the Year***

You may not change your coverage under the Vacation Buy Plan during the year.

Once you enroll in the Vacation Buy Plan, you must remain in the Vacation Buy Plan until the end of the calendar year. You cannot terminate the benefit during the year unless you leave the Company for any reason (due to retirement, death, or termination).