

TERMS YOU SHOULD KNOW

There are several words and phrases that have a specific meaning under the Vacation Buy Plan. This section explains those terms so that you can better understand your benefits. These terms are printed in **boldface** when they appear to let you know that they are defined here.

Annual enrollment: the period of time each year designated by the Company in which you can generally make changes in your benefits. 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 elections do *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.

Annual Pay: annual base salary in effect on September 10 of the prior Plan Year. For new hires, the annual pay is as of the date you are hired.

Avaya Health and Benefits Decision Center: the resource to call to enroll or ask questions about the Vacation Buy Plan. See “Important Contacts.”

Eligible employee: a regular, active, full-time, salaried or term employee who works for a **Participating Company**.

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.

Participating Company: Avaya and such other companies that have elected to participate in the Vacation Buy Plan, with the prior approval of Avaya.