

My Time Away total rewards FOCUSED ON you

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- Paid Time Off (PTO)
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- **Bereavement**
- Jury Duty and Court Appearances
- Military Leave



Time off with pay is designed to provide you with flexibility to balance your career and personal life.

Paid Time Off (PTO)

We offer a comprehensive PTO program that gives you the flexibility to use your time off for both planned vacations and unexpected events.

PTO days are based on completed years of service and are allotted annually. You will receive your entire annual allotment of PTO each year at the start of the pay period in which your anniversary date falls. Associates scheduled to work fewer than 40 hours receive PTO days on a prorated basis. Any unused PTO will be paid to you at the end of your service year. Any PTO taken during the pay period of the payout will come out of the new yearly allotment.

Completed Years of Service	PTO Days
< 1 year of service*	2
1 – 5 years of service	10
6 – 14 years of service	15
15 – 24 years of service	20
25+ years of service	25

* Eligible the first of the month following your hire date.
Awarded the pay period after meeting eligibility.

Note: This schedule applies to associates hired on or after Dec. 30, 2013, and is prorated for part-time associates. Associates hired before Dec. 30, 2013, are grandfathered under the 2013 PTO schedule, less three days that were converted to floating holidays.

Donating PTO or receiving PTO donations is not an option for NGS overtime-eligible associates.

How PTO Coordinates with the Family and Medical Leave Act (FMLA) and State Law Equivalents

Generally, FMLA (and state law equivalents) leave is unpaid unless you receive paid benefits through STD, PTO, or workers’ compensation. Before taking unpaid FMLA you must first use any available PTO as part of the FMLA 12-week leave period, unless federal, state or local law prohibits the requirement.

For more information on PTO, visit Pulse.

Holidays

Each year, Anthem recognizes the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Three floating holidays

If a holiday falls on a weekend, the holiday is recognized on either the preceding Friday or the following Monday. The annual holiday schedule is communicated before each year begins.

The three floating holidays are awarded at the beginning of the calendar year and will be prorated for new hires/ transferred associates according to the following schedule:

Hire/Transfer Date	Floating Holidays
Prior to March 1	3
March 1 – April 30	2
May 1 – October 31	1
After October 31	0

Bereavement

To give you time to grieve in the event of a death in your immediate family, Anthem provides up to three paid days (you choose if you need that many days) of bereavement leave per occurrence. Please inform your manager as soon as possible if you need to use this benefit.

For the purposes of bereavement time, immediate family members include your:

- Spouse
- Domestic partner*
- Parents (legal guardians)
- Stepparents
- Son/daughter (legal wards)
- Son/daughter of spouse*
- Son-/daughter-in-law
- Brother/sister
- Stepbrother/sister
- Brother-/sister-in-law
- Brother-/sister-in-law of spouse*
- Parents of spouse*
- Brother/sister of spouse*
- Grandparents
- Step grandparents
- Grandparents of spouse*
- Grandchildren
- Grandchildren of spouse*

*Eligible domestic partner relationships will follow the same eligible spousal relationships, where listed above.

Enjoying Your Time Off

Everyone needs a balance between work and personal life, and your PTO should help you achieve that balance. Whether you’re enjoying a vacation, taking some personal time or dealing with an unexpected event, it’s good to know that you can take some time off when needed. And remember, whenever possible, plan ahead. Having your work in order will allow you to enjoy your time off even more.

Jury Duty and Court Appearances

Anthem encourages your civic responsibility for jury duty. You will be able to take off as much time as required for jury duty and the company will pay you for up to 10 days per calendar year (more where required by applicable law) while you serve jury duty. You will be paid your standard hours in addition to any jury duty pay that may be paid by the state. You must provide advance notice of jury duty to your manager as soon as possible.

If you are subpoenaed as a witness or your attendance is required in a court action for a matter initiated by or directly related to you (other than certain work-related matters), this would not qualify for paid leave. You must use your PTO in this situation.

Military Leave

To support our associates’ commitment to serving our

country, Anthem offers a military leave program. If you are on military leave, you maintain your medical, dental, vision and life insurance benefits for one year. In addition, we pay the difference between your military pay and your base pay for up to one year. Returning servicemen and women also have re-employment rights under federal law.