

## PTO Donation/Give-A-Day Program Guidelines

Give-A-Day allows U.S. based employees to donate their PTO to a fellow employee who has exhausted their own PTO during a time of crisis. While EssilorLuxottica's tradition is serving others, please be sensitive to the situation. Before donating PTO, please ask the employee for permission to assist and what information they are comfortable sharing with fellow employees.

### Requirements:

- Only full-time employees are eligible to donate and receive PTO.
- Donations may only be made for the following reasons:
  - Natural Disaster
  - Pandemic/Public Health Emergency
  - Illness of Employee
  - Immediate Family Loss or Hardship
- Donations may be made in 8-hour increments.
- All donated PTO will follow the applicable PTO policy guidelines related to carryover.
- Employees may only donate accrued PTO. Employees may not donate more PTO than they have accrued and go into the negative.
- Full-time employees covered under the Flexible PTO policy cannot donate PTO or participate in the Give-A-Day program, as they do not accrue PTO.
- Employees may receive a maximum of 160 hours (20 days) per anniversary year of donated PTO.
- Recipient must have used all available PTO (zero balance) to receive donated hours.
- All policies and procedures for requesting time off still apply to recipient PTO requests.

### Procedures:

- **Donor:**
  - Confirm recipient has reached zero hours and is willing to accept your PTO donation
  - Log into [My Personal Desk](#) using EssilorLuxottica ID and network password
  - Scroll down and click on "HR Service Portal" tile
    - Select "Chat or Email Us".
    - Select "Current Employee" and answer the questions that follow
  - Select "**PTO Donation – Give A Day**" option
    - Fill-in requested information for yourself and your recipient
    - Note: If you select that you have direct reports, please select that the inquiry is for "Myself" to locate the donation form
- **HR Service Portal:**
  - Verify donor and recipient's eligibility to donate and receive PTO
  - Notify the donor and recipient of approval/denial
  - Adjust the PTO balances for both the donor and recipient in Kronos
- **Recipient:**
  - Confirm the addition of donated PTO to PTO balance
  - Request PTO following the normal PTO Request Process

### Questions:

- Contact [HRCompliance@luxotticaretail.com](mailto:HRCompliance@luxotticaretail.com)