Paid Leave and Holidays
at AEO

Under American Eagle Outfitters' policies, your eligibility for Paid Time Off (PTO), Sick Leave, Rollover, and Holiday Pay is determined by several factors:

- **Job Details:** Your role level, job type, and location.
- **Employment Status:** Whether you are full-time or part-time.
- **Tenure:** Your total years of service with the company.

Please refer to the sections below for specific details regarding your benefits.

Store Associates

Part-Time, Non-Exempt (hourly) Associates

- AEO recognizes eight (8) paid holidays in Stores. The amount of holiday pay is determined by the amount of hours worked on a holiday and/or the amount of hours worked during the holiday week.
- Paid leave and Paid sick leave may be available for part-time associates in accordance with state and local law.*

Full-Time, Non-Exempt (hourly) Associates

- Upon hire, full-time associates accrue eighty (80) hours of PTO per fiscal year.
- Upon hire, Store Team Leaders in California accrue one hundred forty-four (144) hours of PTO per fiscal year
- Non-exempt associates with 5 years of full-time service earning up to 184 PTO hours (23 days) in a plan year are eligible to sell back up to 40 hours.
- Non-exempt associates with 10 years of full-time service earning up to 224 PTO hours (28 days) in a plan year are eligible to sell back up to 80 hours.
- PTO rollover is different per state, based on state laws. Please reference our PTO rollover chart below.
- Full-time associates receive two (2) paid Care Days per calendar year.
- AEO recognizes eight (8) paid holidays in Stores. The amount of holiday pay is determined by the amount of hours worked on a holiday and/or the amount of hours worked during the holiday week.

Full-Time, Exempt (salaried) Associates

- Upon hire, full-time associates accrue eighty (80) hours of PTO per fiscal year.
- Upon hire, Store Team Leaders outside of California and Senior Store Team Leaders accrue one hundred forty-four (144) hours of PTO per fiscal year
- PTO rollover is different per state, based on state laws. Please reference our PTO rollover chart below.
- The amount of holiday pay is determined by the amount of hours worked on a holiday and/or the amount of hours worked during the holiday week. Exempt associates may receive compensatory time in lieu of the holiday.

Corporate Associates

Part-Time Associates

- Paid time off and Paid sick leave may be available for part-time associates in accordance with state and local law.*

Full-Time, Non-Exempt (hourly) Associates

- Upon hire, full-time associates accrue at least 144 hours of PTO per fiscal year. Associates hired into Director or Executive level roles may accrue additional PTO hours.
- Non-exempt associates with 5 years of full-time service earning up to 184 PTO hours (23 days) in a plan year are eligible to sell back up to 40 hours.
- Non-exempt associates with 10 years of full-time service earning up to 224 PTO hours (28 days) in a plan year are eligible to sell back up to 80 hours.
- PTO rollover is different per state, based on state laws. Please reference our PTO rollover chart.
- Full-time associates receive two (2) paid Care Days per calendar year.
- Full-time associates receive eleven (11) paid holidays and 1 floating holiday per calendar year.

Full-Time, Exempt (salaried) Associates

- Upon hire, full-time associates accrue at least 144 hours of PTO per fiscal year. Associates hired into Director or Executive level roles may accrue additional PTO hours.
- PTO rollover is different per state, based on state laws. Please reference our PTO rollover chart below.
- Full-time associates receive two (2) paid Care Days per calendar year.
- Full-time associates receive eleven (11) paid holidays and 1 floating holiday per calendar year.

PTO Rollover Schedule

Locations	Rollover Hours
Alabama, Arkansas, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, New Hampshire, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, Wyoming	No rollover hours
Allegheny County, PA (excluding Pittsburgh); Arizona, Colorado, Connecticut, Maine, Massachusetts, Michigan, Nevada, New Jersey, Oregon, Vermont, Washington	Up to 48 hours per year
Alaska, Maryland, Nebraska, New Mexico	Up to 64 hours per year
Pittsburgh, PA	Up to 72 hours per year
Minnesota	Up to 80 hours per year
California	Up to 1.5 times your annual maximum amount of PTO. *This maximum may be reached anytime during the year depending upon how many PTO days have rolled over from prior Plan Years. Although non-exempt Associates may be eligible pursuant to this policy to sell back certain PTO days at the end of the Plan Year. Associates will not be permitted to sell back PTO during other times of the year. Therefore, in the event the maximum accrual is reached, PTO will stop accruing until the PTO balance falls below the maximum accrual amount, at which time it will begin to accrue again.
Illinois, Montana, New York, Philadelphia, PA, Rhode Island, Washington D.C.	All accrued but unused hours

**AEO complies with all state and local laws regarding paid leave and paid sick leave.*

**All Corporate associates, inclusive of Field District Team Leaders, Regional Directors, remote Corporate associates, and the DC Corporate associates, have the ability to carry over 40 PTO hours each year, unless state or local law required additional time to rollover or be paid out.*