BENEFITS FOR AAFES MANAGEMENT ASSOCIATES

Army and Air Force Exchange Service (AAFES) is among the nation’s largest RETAILERS. AAFES employs over 43,000 associates worldwide. AAFES brings a tradition of value, service and support to its customers at military installations in the United States, Europe and the Pacific to include: Bosnia-Herzegovina, Croatia, Hungary, Macedonia, Kosovo, Bosnia, England, France, Netherlands, Norway, Italy, Germany, Belgium, Turkey, Greece, Portugal (Azores), Greenland, Saudi Arabia, Kuwait, Iraq, Qatar, Dubai, Bahrain, Oman, United Arab Emirates, Djibouti, Uzbekistan, Kyrgyzstan, Afghanistan, Egypt, Japan, Thailand, Korea and Honduras. AAFES’ mission is to provide quality merchandise and services at uniformly low prices.

Benefits include:

- Vacation/Sick Leave
- Medical/Dental Insurance
- 10 Paid Holidays
- Employee Assistance Program
- Moving Expenses
- Executive Management Program
- Shift Differential Pay
- Retirement Plan
- Sunday Premium Pay
- 401(k) Savings Plan
- Credit Union
- Basic & Supplement Life Insurance
- Family and Medical Leave
- Dependent Life Insurance
- Long Term Care
- Accidental Death & Dismemberment

10 PAID HOLIDAYS:

- New Year’s Day
- Labor Day
- Martin Luther King’s birthday
- Columbus Day
- President’s Day
- Veteran’s Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

LEAVE:

Your supervisor must approve annual leave in advance. Annual leave accrues at the following rates:

<table>
<thead>
<tr>
<th>Years of service:</th>
<th>up to 3</th>
<th>3-15</th>
<th>over 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation days earned:</td>
<td>13 days</td>
<td>20 days</td>
<td>26 days</td>
</tr>
</tbody>
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If you do not use all the annual leave you earn in one year, you can save it for the next year. However, you cannot carry forward more than 240 hours to the next fiscal year. You will lose any leave hours over that amount. If you terminate employment with AAFES, you will be paid for the annual leave you haven’t used.
Sick Leave:

Is accrued at the rate of 13 days a year, regardless of years of service. Be sure to save as much sick leave as you can – you never know when you will need it. If you use all your sick leave and still have to miss work, your time off will be deducted from your annual leave. If you run out of both sick and annual leave, you will have to take leave without pay (LWOP). If you make a career with AAFES and eventually retire, your sick leave hours are credited as service time and will increase your retirement pay.

Maternity Absence:

AAFES will allow you to take the time off that you need. You must use all your sick leave first and then your annual leave. If you use all the sick leave you have earned, you will be on leave without pay until you return to work.

Paternity Absence:

AAFES will allow you to use annual leave or leave without pay to help care for your other children or to care for the newborn’s mother until she can help herself.

Military Leave:

If you enter the Armed Forces while you are working for AAFES, you are considered to be on leave without pay. When you come back, you will receive your job back, if possible. If it is not possible, AAFES will try to place you in a position similar to your previous one. If you are a member of the Reserves or National Guard and are called to active duty, you can take military leave of up to fifteen (15) calendar days in a year. Give your supervisor a copy of your orders when you ask for military leave time. You will be paid at your regular rate while you are on active duty and you will not be charged any leave time.

MEDICAL/DENTAL INSURANCE:

You have 31 days from the date hired or from the date you become eligible to join the AAFES group insurance program, no questions asked. (AAFES pays 70% of the premium).

Group Health insurance includes:

- **Medical**: Coverage is available to employees and their eligible dependents. The following Medical Plans are offered based on your home zip code:
  - **Open Choice** – No claim forms or referrals needed. $20 office visits co-pay, $35 for co-pay for specialist, $0 co-pay for preventive care. Preventive care includes routine annual physical, well-child care and immunizations, routine gynecological exam, mammogram, prostate prescreening and routine hearing exam.
  - **Traditional Choice** – This plan has a deductible and then typically pays 80% of reasonable and customary charges. Preventive care is also available. Employee pays the bill and files a claim or the doctor will file for you.
- **Dental**: Includes two cleanings per year covered at 100%, Basic Care, Restoration Care, and Orthodontia.
Other optional insurance coverage:

- **Basic Life Insurance:** Employee coverage is equal to two (2) times your annual salary rounded to the next thousand. Premiums are paid in part by AAFES.
- **Supplemental Life Insurance** – This is in addition to the Basic Life Insurance listed above. You can elect coverage at 1-4 times your annual salary. You must be enrolled in the basic life insurance to enroll in supplemental life insurance.
- **Dependent Life:** Covers spouse and eligible children. You must be enrolled in the Basic Life Insurance to enroll in this coverage.
- **Personal Accident Insurance:** Covers accidental loss of life, sight, hands, or feet. Available for spouses and eligible children.
- **Long Term Care:** This coverage provides nursing home care or home care. Available for employees, spouses, parents and parents-in-law.
- **Short and long-term disability:** Coverage pays 66 2/3% of your pre-disability earnings. Benefits begin once you have exhausted all your sick leave and met the 30-day waiting period.

**401(k) SAVINGS PLAN:**

This plan is designed to help you save for your retirement and, at the same time, reduce your current taxable income. Retirement savings are made easy by automatic payroll deduction into the investment options of your choice. You can contribute from 1% to 99% of your basic earnings.

**Executive Management Program:**

The Executive Management Program (EMP) is designed to fill the need for a highly qualified staff of mobile executives. EMP employees receive retention priority in a reduction of force, longer notice periods in some separations (based on length of service). The program includes an accidental life insurance policy of six times pay for EMP associates who are enrolled in the Basic Life Insurance Plan.

**RETIREMENT PLAN:**

Participation in the AAFES retirement plan is mandatory as a Regular Full Time (RFT) employee. However, remember that money is still yours and will be paid back should you terminate employment with AAFES. Unlike the 401(k) Savings Plan, this plan provides a guaranteed benefit once you’ve participated for five years.

**EMPLOYEE ASSISTANCE PROGRAM:**

This confidential counseling/referral service for employees and their designated dependents is available at no charge, 24 hours a day, everyday of the year. The Employee Assistance Program (EAP) can help you with stress, grief, anger relationship problems, substance abuse, legal or financial issues.
MOVING EXPENSES:

Up to 18,000 pounds of Household goods will be shipped at AAFES expense.

SHIFT DIFFERENTIAL PAY:

10% between 6 pm and 6 am for management associates. A different plan is used for hourly pay plan (HPP) associates.

SUNDAY PREMIUM PAY:

25% of basic rate of pay. Associates must be scheduled for 40-hour week, part of which must be on a Sunday, not to exceed eight (8) hours.

CREDIT UNION:

Membership in the AAFES Federal Credit Union is open to all management associates worldwide, members of their families and to a few other AAFES affiliated people. It offers regular savings accounts, share certificates, individual retirement accounts and various types of loans. Check with your Human Resources representative for more information.

FAMILY and MEDICAL LEAVE:

Allows employees to use a total of up to 12 weeks of paid SICK LEAVE each year to care for a family member with a serious health condition.