



XL Insurance  
Reinsurance

## My benefits

Dear colleagues:

The following communication is intended to provide an inclusive time off benefit reminder. In addition to the 2021 Company Holiday Schedule referenced below, colleagues also have leaves and other time off benefits that remain unchanged. The following time off categories are listed for your reference:

- **Vacation Days:** US vacation schedule outlined in the Employee Handbook; for 2020, up to five vacation days remaining after December 31st will be considered for carryover and must be taken by June 30, 2021
- **Personal Days:** Two per year for full-time colleagues and 1 per year for part-time colleagues; unused days do not carry over
- **Birthday Leave:** Colleagues can take off for their birthday; when it falls on a weekend or public holiday, another day in the week immediately preceding or following the birthday can be taken
- **Volunteer Day:** One day of paid leave per calendar year to volunteer with a registered charity (can be taken as one full day, two half days or by the hour)
- **Sick Days:** Unlimited sick days are available; if you are out sick for more than five consecutive business days, you must be approved for Short-term Disability benefits to continue receiving payment
- **Family Care Days:** To care for family members, the company provides ten days annually for dependent care (eligible family members include spouse, domestic partner, children, parents and siblings)

The 2021 Holiday Schedule will provide more flexibility by offering a floating holiday. You may choose from the selected holidays listed under the “floating holiday” section as to which one you would like to celebrate.

2021 Holiday Schedule and Dates	
New Year's Day	January 1, 2021
Martin Luther King Day	January 18, 2021
Presidents' Day	February 15, 2021
Memorial Day*	May 31, 2021
Independence Day*	Observe July 5, 2021
Labor Day*	September 6, 2021
Thanksgiving Day*	November 25, 2021
Day After Thanksgiving	November 26, 2021
Christmas Day*	December 24, 2021
2022 New Year's Day observed	December 31, 2021
Plus, a Floating Holiday (choose one)	

Juneteenth (Emancipation Day)	Observe June 18, 2021
Native American Day	September 24, 2021
Columbus Day	October 11, 2021
Veterans Day	November 11, 2021

\*Early close the day before (or Friday before) the holiday after working five hours, provided there is appropriate coverage for local business needs.

Be well,

AXA XL Benefits Team