We believe that taking time off work is essential to the wellbeing, engagement and productivity of every associate. Our Discretionary Time Off (DTO) policy allows eligible associates the flexibility to take time off as they choose, with the expectation that they are also able to fulfill their job responsibilities. DTO-eligible associates do not accrue time-off, but instead are allowed to take time off of work subject to manager approval. This policy incorporates time off for vacations, personal time and sickness.

**WHO IS ELIGIBLE TO RECEIVE DTO?**

Discretionary time off is for full-time associates regularly scheduled and working 30 or more hours per week and who are in positions at Grade Q and above. Associates are eligible to begin using DTO as of the date they become an associate who meets the eligibility requirements.

- Any PTO/vacation time accrued prior to eligibility for DTO not used within 12 months of DTO eligibility will be forfeited.

**HOW MUCH DTO CAN YOU USE?**

Under this policy, Trustmark does not limit the amount of paid time off associates take; however, associates are expected to ensure they continue to meet their job responsibilities. Also, during a Leave of Absence there will be a limit on paid time-off, as explained later in this policy.

**SCHEDULING TIME OFF**

Trustmark expects you and your manager to consider the potential impact on the business and your job responsibilities when allowing time-off.

Associates enter their requests for paid time-off under this policy in Workday, and managers are notified of these requests. The manager is not required to approve the time-off requests in Workday, but if there is a concern, the manager can deny the request.

Associates will not accrue time off, and therefore, they will not have to manage to a cap or a rollover maximum.

Depending on the reason for time off, such as a personal or family member illness lasting more than 3 days, a leave of absence may apply. Please refer to the Leave of Absence Policy for more information.

**HOW DTO WORKS WITH AN APPROVED LEAVE OF ABSENCE**

Upon taking an approved leave of absence, you will be able to use DTO for up to 200 hours of paid time-off on a rolling 12-month basis. Once the 200 hours are exhausted, time-off would be unpaid.
YOU CHANGE TO A NEW EMPLOYMENT STATUS

If you change to an employment status that is ineligible for DTO, your ability to use DTO will end on the first day of the pay period during which your status change occurs.

- If you move into a full-time role with a job grade below a Q, you will begin accruing PTO time on hours worked as of the first date of the pay period of your role change. PTO Levels are based on length of service as a full-time associate and job grade.
- If you move into a role that is ineligible for DTO and PTO, there will be no DTO to pay out as you move into that role. Any time off in that new role will be unpaid.

YOU END EMPLOYMENT

DTO is not accrued, therefore, there is nothing to be paid out at the time you separate from the company.

After Trustmark receives your resignation, or Trustmark gives you notice of separation from employment, you will only be able to use DTO with your supervisor’s approval. You may not end your employment while on a paid day off.

YOU ARE REHIRED

- If you are re-hired as a DTO eligible associate, you will be eligible for that program upon rehire.
- If you are re-hired as a PTO eligible associate within 12 months of your date of termination, your prior service as a full-time associate will count towards determining your PTO level.
- If you are re-hired as a PTO eligible associate after 12 months of your date of termination, your PTO level will be determined in the same manner as a new associate.