



## Paid Time Off Policies

**Holidays:** Ambarella Corp offers twelve (12) company holiday(s), this includes company floating holiday. Please view the Holiday Calendar.

### Other Paid Time Off

Paid Time Off credit for full-time employees is calculated on regular hours worked each pay period and eligible employees may earn up to the hours accrued in the following schedule.

Months of Service	Hours Accrued/12 months of work assuming FT employment	Max Hours
0 to 12	80	200
13 to 24	88	200
25 to 36	104	200
37 to 48	120	200
49 to 60	128	200
61 to 72	136	200
73 to 84	144	200
85 to 96	152	200
97 to 108	160	200
109+	168	200

Each multiple of eight hours equals the equivalent of one workday. Once the limit of "Max Hours" is reached, all further accruals will cease. Paid Time Off accruals will recommence after time off is taken and the balance of accrued time off is less than the "Max Hours".

Our Paid Time Off program applies to any absence from the job not otherwise covered by a specific time off benefit outlined in this addendum (e.g. holiday pay, jury duty, bereavement leave, etc.). PTO covers all scheduled vacation or personal time off as well as unscheduled situations such as personal illness, family illness, and emergencies.

There is no waiting period before you may utilize Paid Time Off.

Usage and scheduling of time off is subject to the direction and approval of your supervisor.

No payment for unused Paid Time Off is made upon termination unless required by law. Some states require payment of accrued, but unused, Paid Time Off upon termination.

Floating Holiday for full-time employees is calculated on regular hours worked each pay period according to the following schedule.

Months of Service	Hours Accrued/12 months of work assuming FT employment	Max Hours
0	8	8

Each multiple of eight hours equals the equivalent of one workday. Once the limit of "Max Hours" is reached, all further accruals will cease. Personal Leave accruals will recommence after time off is taken and the balance of accrued time off is less than the "Max Hours."

Our Personal Leave program applies to any absence from the job not otherwise covered by a specific time off benefit outlined in this addendum (e.g. holiday pay, jury duty, bereavement leave, etc.). There is no waiting period before you may utilize Personal Leave.

No payment for unused Personal Leave is made upon termination unless required by law. Some states require payment of accrued but unused Personal Leave upon termination. Your accrued balance of Paid Time Off, Personal Leave time (current as of your most recently completed pay period) can be viewed on your pay stub.

**Additional Paid Leave:** The following additional paid leave is available for full-time employees.

Waiting period before you may utilize the following additional paid leave: None

**Jury Duty:** Unless otherwise required by law, up to five (5) paid days off are available for missed work due to jury duty. If you receive a court summons, please notify your manager immediately. The court summons must be submitted to your manager if you miss work. (Note that under rules of the Federal Labor Standards Act, deductions may not be made to Exempt Employees' pay due to partial workweek absences caused by jury duty or attendance as a witness. Some states have additional regulations affecting payment for and service of jury duty. Contact your Human Resources representative for further information).

**Bereavement Leave:** three (3) paid time off days are available (per occurrence) if a death occurs in your immediate family. Please see your manager to arrange the appropriate time off. Immediate family includes spouse, child, parent, brother, sister, grandparent, mother-in-law, father-in-law, domestic partner, and domestic partners' mother or father.

Other paid leave or time off may be available, depending on the applicable laws where you work.