

# US Employee Transition from Full-time to Part-time



## Discuss with Your Manager

- ❑ Not all positions can accommodate a part-time work schedule so always discuss with your manager first.
- ❑ If approved, the manager must work with their HR Business Partner to update Workday to reflect the reduced work schedule (e.g. 50% if working 20 hours per week) and update the work status from full-time to part-time.

## Benefits

- ❑ In order to be benefit eligible, you must work at least a 50% work schedule or 20 hours per week. Your current benefit coverage will continue at 100% - benefit premiums are not prorated.

## Vacation

- ❑ Standard vacation accrued as a FT employee will not be impacted. The hours accrued moving forward as PT will be reduced based on the PT work schedule. For example, if you accrue 20 hours/month as a FT employee and move to a 50% work schedule, you will accrue 10 hours/month as PT. If you have grandfathered vacation carried over from DuPont, this is frozen and will not be affected by moving to PT.
- ❑ Company Holiday and Personal holiday hours are prorated based on the reduced work schedule.

## Retirement Savings Plan 401(k)

- ❑ You are eligible to contribute to the 401(k) Retirement Savings Plan and will continue to receive the company match which is based on the reduced salary rate of pay.

## Annual Incentive Plan (Bonus)

- ❑ Employees are eligible for a prorated AIP bonus based on the percentage worked (e.g., 20 hours per week, 50% of AIP Target). Must be active on the date of payment unless age 60 and above with at least 10 years of service.