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MEMO

To: All Staff

From: Human Resources Department

Date: October 23, 2013

RE: Removing extra payment and overtime accrual for voluntary participation

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Avis Budget Group promotes participation in all meetings, committees and community programs offered by its human resources department. Due to exigent circumstances, the following adjustment have been made in regards to part-time employees who volunteer in meetings, committee and community programs. Effective two weeks from today (November 6, 2013), employees who are interested in volunteer work will no longer receive extra payments for participation.

To all full-time employees who have accrued overtime hours throughout the last pay period due to voluntary participation, have the option to either receive such compensation as vacation time or personal time. As of November 6 any overtime accrued by voluntary participation beyond this point will receive no compensation.

Thanks for all you effort, interest and participation. If you have any questions or need any clarifications, please feel free to contact your Human Resources Department within business hours.

Thank you.