

Time-Off Programs

VOLUNTEER PAID TIME-OFF

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INTRODUCTION

This document contains the summary plan description for the Volunteer Paid Time-Off Program. This program is not an ERISA Plan.

The following description of the Volunteer Paid Time-Off Programs has been prepared to help you gain a better understanding of the terms and conditions of the plan. The Company reserves the right to modify the provisions of, or terminate, any of this program at any time and without notice.

If you have questions after reviewing this summary, please contact your local Human Resources office for assistance.

GENERAL INFORMATION

For the purposes of this summary, the term “Company” means FirstEnergy Corp. and any of its operating companies to which the FirstEnergy Volunteer Paid Time-Off programs have been extended (see section entitled “Participating Employers”).

ELIGIBLE EMPLOYEES

Volunteer Paid Time-Off Benefits apply to all full-time and part-time non-bargaining employees and represented employees from participating unions (see section entitled “Participating Unions”).

The Program is not a binding contract but a set of guidelines for implementation. The Company reserves the right to modify the provisions of the Program at any time and without notice.

VOLUNTEER PAID TIME-OFF

Overview

The intention of the program is to create volunteer engagement opportunities for FirstEnergy employees that are meaningful, purposeful and which help those in need. To support volunteer activities that enhance and serve the communities in which employees live and work, eligible employees may participate in up to 16 hours annually of paid time-off to volunteer with an approved 501(c)(3) organization.

New hires are eligible to participate effective with their date of hire. New hires hired prior to June 30 are eligible for 16 hours of volunteer paid time-off during their first calendar year of employment. New hires hired July 1 or later are eligible for 8 hours of volunteer paid time-off during their first calendar year of employment.

Plan Guidelines

Eligible employees may take up to 16 hours annually of paid time-off to volunteer during their regular work schedule. This time may be taken in 2-hour increments and will be paid at the employee’s normal rate of pay. When participating in volunteer paid time-off, employees should use code VTO (Volunteer Paid Time-Off) in their timesheet.

Volunteer Paid Time-Off is available for use on January 1 of each calendar year. Any unused Volunteer Paid Time-Off remaining at the end of the calendar year is forfeited; there is no carry over.

Company-sponsored events, such as, but not limited to, the United Way Day of Caring, do not apply to volunteer paid time-off. Normal time coding procedures should be followed for such Company-sponsored events.

Scheduling Volunteer Paid Time-Off

Employees should review their Volunteer Paid Time-Off request with their supervisor prior to the day of the anticipated volunteer activity. If the supervisor desires, he or she may request the employee complete Form [X-4543](#) for documentation purposes. Approval is at the sole discretion of the employee's supervisor and is contingent upon work demands and availability. Employees currently on a performance improvement plan (PIP) or last chance agreement (LCA) are not eligible for volunteer paid time-off.

Volunteer activities must take place with an approved 501(c)(3) organization. Employees may choose a charity of their choice or work with other employees on a department or group activity.

Examples of approved activities include, but are not limited to:

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Becoming a Big Brother/Big Sister
- Volunteering at a local hospital
- Volunteering at a charity fundraiser

Examples of non-approved activities include, but are not limited to:

- Coaching your child's basketball team
- Volunteering at your child's school
- Serving as your child's scout leader
- Attending a professional, religious or personal interest conference
- Attending a golf outing fundraiser as a golfer

Payment of Unused Volunteer Paid Time-Off at Separation of Employment or Retirement

An employee who separates employment for any reason will not receive payment for unused Volunteer Paid Time-Off.

OTHER FACTS AND INFORMATION

These Programs are Not an Employment Contract

These programs shall not be deemed to constitute a contract between the Company and any employee nor shall anything herein contained be deemed to give any employee any right to be retained in the employ of the Company or to interfere with the right of the Company to discharge any employee at any time and to treat the employee without regard to the effect which such treatment might have upon the employee as a participant in these programs.

Right to Amend Programs

The programs may be amended or terminated by the Chief Executive Officer of FirstEnergy Corp. or his/her appointed designee at any time.

PARTICIPATING EMPLOYERS AND IDENTIFICATION NUMBERS

The Cleveland Electric Illuminating Company EIN 34-0150020	FirstEnergy Service Company EIN 34-1968288
Jersey Central Power & Light Company EIN 21-0485010	Metropolitan Edison Company EIN 23-0870160
Monongahela Power Company EIN 13-5229392	Ohio Edison Company EIN 34-0437786
Pennsylvania Electric Company EIN 25-0718085	Pennsylvania Power Company EIN 25-0718810
Potomac Edison Company EIN 13-5480882	The Toledo Edison Company EIN 34-4375005
West Penn Power Company EIN 13-5480882	

Additions or deletions to the list of Participating Employers may be made at any time at the sole discretion of the Program Sponsor. An up-to-date listing of Participating Employers may be obtained from the Plan Administrator.

PARTICIPATING UNIONS

International Brotherhood of Electrical Workers, A.F.L.-C.I.O.
Local Union No. 245

International Brotherhood of Electrical Workers A.F.L.-C.I.O.
Local Union No. 777

International Brotherhood of Electrical Workers A.F.L.-C.I.O.
Local Union No. 777S – Reading Call Center

International Brotherhood of Electrical Workers A.F.L.-C.I.O.
Local Union No. 1194

Utility Workers Union of America, A.F.L.-C.I.O.
Local Union Nos. 118/126

International Brotherhood of Electrical Workers A.F.L.-C.I.O.
System Council Local 1289

Office & Professional Employees International Union, A.F.L.-C.I.O.
Local Union No. 19

Utility Workers Union of America, A.F.L.-C.I.O.
Local Union No. 140

Utility Workers Union of America, A.F.L.-C.I.O.
Local Union No. 180

International Brotherhood of Electrical Workers, A.F.L.-C.I.O.
Local Union No. 459

Utility Workers Union of America, A.F.L.-C.I.O.
Local Union No. 102

International Brotherhood of Electrical Workers, A.F.L.-C.I.O.
Local Union No. 2357

International Brotherhood of Electrical Workers, A.F.L.-C.I.O.
Local Union No. 50