Maternity Leave Policy

Policy Overview & Purpose

Cracker Barrel and Maple Street's Maternity Leave policy is intended to provide expectant mothers with time off for pregnancy related disabilities and childbirth.

This policy complies with all state and federal laws. If there is an apparent conflict, the Company defers to the applicable state or federal law. Questions should be directed to the Benefits Department.

Scope & Eligibility

This policy applies to all expectant mothers of the Company, regardless of tenure or hours worked.

Amount of Maternity Leave

This policy covers up to 12 weeks, per pregnancy occurrence, for normal birth and delivery, or complications prior to or after delivery. Bonding time is not included.

If the employee/team member is otherwise eligible, Maternity Leave will run concurrently with FMLA and any state-provided leave. Please refer to the FMLA policy on amount of leave available due to pregnancy and childbirth.

If an employee/team member needs leave beyond the 12 weeks due to being medically unable to perform the required job duties prior to or after delivery, the employee/team member should contact Employee Relations to discuss the potential for reasonable accommodation(s).

Procedure

The employee/team member should give her manager at least two weeks' notice of the anticipated first date of leave and expected return to work date. In case of emergency, notice must be given as soon as possible. Requests for leave of absence must be made through the Absence app in Workday by clicking on Menu > Absence > Request Absence.

Maternity leave is unpaid. The employee/team member must use any earned paid time available at the beginning of the unpaid leave.

If enrolled in the group health plan and/or any optional plans, the employee/team member must continue to pay her portion of the contributions while on leave, in accordance with the Company's current benefit payment guidelines. If she does not continue her portion, coverage is subject to cancellation retroactive to the date paid through, which may result in a gap in coverage. The Company does not allow the "catch-up" payment option upon return to work.