



## Cracker Barrel Field Hourly Paid Time Off (PTO)

Because Cracker Barrel believes paid time off (PTO) adds to the physical and mental well-being of our employees, we encourage you to take the time as needed.

**PTO Allocation.** You earn paid time off at your anniversary dates after each year of continuous employment (beginning with your first anniversary, with completion of 52 weeks of continuous employment) in the following amounts:

- One to three years of continuous employment (in other words, at your first and second anniversary dates), you earn one week of PTO each anniversary date in a lump sum.
- From three years of continuous employment on (in other words, at your third anniversary date and each anniversary date after that), you earn two weeks of PTO each anniversary date in a lump sum.
- For PAR IV employees only: After seven years of continuous employment (in other words, at your seventh anniversary date and each anniversary date after that), you earn three weeks of PTO each anniversary date in a lump sum.

PTO is earned only upon a new anniversary date, in increments of 52 weeks of continuous service only.

**Use and Payment of PTO.** PTO must be taken in one-hour increments. You may use any available PTO prior to taking any unpaid leave. The pay for PTO is computed on the basis of your average weekly earnings during the previous 52-week anniversary period, including tips (as applicable).

**No Carry-Over.** Once you have earned PTO, you must take it within 52 weeks or it is lost. (If you are in Colorado, Montana, or Nebraska, please see your individual state's policy in Workday.) Unused PTO will not carry over from one anniversary year to the next. Any remaining PTO will expire at the end of the anniversary year and is not eligible for reimbursement.

**No Payment Upon Termination.** Unless prohibited by law, you will lose all of your unused PTO when your employment ends, regardless of the reason. If you rehire within 30 days, your PTO balance will be reinstated unless state law required a payout upon termination.

**Requesting PTO.** Requests for payment of PTO must be made through the Absence app in Workday by clicking on Menu > Request Absence. PTO is paid in the pay period for which it is requested. When PTO is requested retroactively, it will be paid in the next pay period that is processed. This Workday process is strictly for the **payment** of PTO. For scheduling purposes, employees should continue to request **time off** the schedule in TeamworX.