



Cracker Barrel Field Hourly Paid Time Off (PTO) – Montana

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.

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).

Carry-Over. PTO is intended to be used in the year in which it is earned. However, consistent with state law, unused earned PTO will carry over from one anniversary year to another anniversary year, subject to a maximum amount, which is 1.5 times an employee's annual accrual amount, set forth above.

PTO Cap. PTO caps out at 1.5 times an employee's annual accrual amount, as defined above. If an employee's earned, but unused, PTO reaches that cap, then the employee will not earn any additional PTO until their balance goes below the cap and they reach their next anniversary date. Employees will not receive retroactive credit for any period of time in which they did not earn PTO because they had earned the maximum amount. For example, on an employee's anniversary date, if an employee is eligible for 40 hours of PTO and has 20 hours of earned, unused PTO from the previous anniversary year, then the employee would earn only an additional 40 hours of PTO upon this anniversary date (up to the 60-hour cap for that year (which is 1.5 times the employee's annual accrual amount)). The employee would not accrue/earn any additional PTO until their next anniversary year, assuming he or she is beneath the cap at that time.

Payment Upon Termination. Employees in Montana will be paid for earned and unused PTO when your employment ends, regardless of the reason.

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.