



Cracker Barrel Store Hourly Paid Time Off (PTO)

Cracker Barrel believes taking time off is important for your health and well-being, so we encourage you to use your PTO as needed.

PTO Allocation. You earn PTO on your anniversary date after each year of continuous employment (beginning on your first anniversary, after 52 weeks of continuous employment) in the following amounts:

- One to three years of continuous employment (your first and second anniversary dates), you earn one week of PTO in a lump sum on each anniversary.
- From three years of continuous employment on (your third anniversary date and each anniversary after that), you earn two weeks of PTO in a lump sum on each anniversary.
- For PAR 4 employees only: After seven years of continuous employment (your seventh anniversary date and each anniversary after that), you earn three weeks of PTO in a lump sum on each anniversary.

Years of Service	PTO Allocation
Years 1 & 2	1 week
Years 3 & up	2 weeks
Years 7 & up (PAR 4 only)	3 weeks

PTO is earned only upon a new anniversary date. Payment for any newly earned PTO can be requested starting on the Saturday following your work anniversary date.

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

Requesting PTO. Requests for payment of PTO must be made by using the PTO Cash Out option in Workday. Click on the “PTO Cash Out” quick link from your Workday Homepage. This Workday process is strictly for the **payment** of PTO. For scheduling purposes, employees should continue to request **time off** the schedule in TeamworX.

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

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.