

Paid Time Off (PTO) Requests for Store Hourly Employees – Frequently Asked Questions

How do I request PTO Pay?

Use the PTO Cash Out function in Workday to request pay for your PTO. Employees must choose “PTO Cash Out” to receive pay for Paid Time Off (also known as Vacation Pay).

How do I access the PTO Cash Out function in Workday?

From the Workday Home Page, click the “PTO Cash Out” Quick Link.

What is PTO Cash Out?

PTO Cash Out is a Workday feature that allows eligible Store Hourly employees to request a lump sum payment for their earned Paid Time Off (PTO), also known as Vacation Pay.

Who can submit a PTO Cash Out request?

Only employees can submit PTO Cash Out requests. Managers cannot submit requests on behalf of employees.

Can I schedule my PTO Cash Out request in advance?

No. PTO Cash Out requests can only be submitted if you have earned PTO hours available. Your newly earned PTO hours will be available each year starting on the Saturday following your work anniversary date. Once submitted, your request will be processed in the applicable payroll period. Future dates cannot be selected.

Can I cancel or change a PTO Cash Out request after submitting it?

No. Once a PTO Cash Out request is submitted, it cannot be changed or canceled.

Is PTO Cash Out the same as requesting time off?

No. PTO Cash Out is only for receiving payment for PTO. If you want time away from work, you must request it through your normal scheduling process in Teamworx.

What do I enter in the HOURS field when requesting PTO Cash Out?

Enter the number of PTO hours you want to cash out in 1-hour increments. Workday will display a note under the HOURS field showing the maximum number of hours you are eligible to request.

How can I view PTO I've already cashed out?

In Workday, go to: View Profile → Absence → PTO Cashed Out tab

When will I be paid for my PTO Cash Out?

Once submitted, your PTO Cash Out request will be processed in the applicable payroll period and paid on the following week's paycheck.

Review the 2026 PTO Cash Out Calendar when submitting your PTO Cash Out request to know the exact date you will receive your PTO pay.

How is PTO pay calculated for Store Hourly employees?

PTO for Store Hourly Employees is based on the average weekly earnings for the previous anniversary year. Your average weekly earnings are calculated based on a 40-hour work week. This is not a reflection of actual hours worked.

Reference the Cracker Barrel Store Hourly Paid Time Off (PTO) policy on <https://totalrewards.crackerbarrel.com> to understand your PTO allocation based on years of service.

Can you provide an example of how PTO Cash Out is calculated?

Example:

- Annual earnings: **\$24,960**
- Weekly earnings: $\$24,960 \div 52 = \480
- Hourly PTO rate: $\$480 \div 40 = \$12/\text{hour}$

PTO Payout Amount:

- 40 hours PTO = **\$480 gross**
- 8 hours PTO = **\$96 gross**

Important Reminders

What should I keep in mind before submitting a PTO Cash Out request?

- Requests can only be submitted by the employee
- Requests cannot be changed or canceled once submitted
- PTO Cash Out is for payment of PTO earned only, and is not for time off requests
- Continue to request time off your weekly schedule in TeamworX
- PTO Cash Out requests can only be submitted in the current period and cannot be scheduled in advance
- The calculation for PTO pay is still based on prior anniversary year annual gross earnings