



Cracker Barrel Home Office Paid Time Off

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. This policy applies to all Home Office, Distribution Center and Cedar Valley Inn employees.

PTO Allocation. You earn paid time off at your anniversary dates after each year of continuous employment (beginning on your date of hire) in the following amounts:

Non-exempt Employees:

- 0-1 year = 1 week
- 1-7 years = 2 weeks
- 7-14 years = 3 weeks
- 14+ years = 4 weeks

Exempt Employees:

- 0-1 year = 1 week
- 1-5 years = 2 weeks
- 5-14 years = 3 weeks
- 14+ years = 4 weeks

Home Office Directors and District Managers:

- 0-1 year = 2 weeks
- 1-5 years = 3 weeks
- 5+ years = 4 weeks

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 half or full-day increments for exempt employees; one-hour increments with a minimum of four hours for non-exempt employees. Earned PTO must be used prior to taking unpaid leave and may run concurrently with other leave programs. PTO pay in lieu of time off is not permitted. PTO is based on average hours worked per week for regular part-time employees. PTO is not considered as time worked in computing overtime.

No Carry-Over. Unless prohibited by state law, once you have earned PTO, you must take it within 52 weeks, or it is forfeited. (If you are in California, Colorado, Montana, or Nebraska, please see your individual state's carry-over 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, all unused PTO is forfeited when employment ends, regardless of the reason.

Requesting PTO. Requests for PTO must be made through the Absence app in Workday by clicking on Menu > Absence > Request Absence. Requests will be routed to your supervisor for review. Requests should be submitted at least two weeks in advance. Please remember that we are committed to Pleasing People, so your supervisor does have the discretion to require you to schedule PTO during periods which do not conflict with necessary operation of the department, or to require you to cancel or reschedule a previously scheduled vacation.