



Cracker Barrel Field Management 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. This policy applies to all field management employees, including Kitchen Managers, Retail Managers, Associate Managers, Senior Associate Managers, and General Managers.

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:

- 0-5 years = 2 weeks
- 5-15 years = 3 weeks
- 15+ 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 full-day increments for exempt managers; one-hour increments for non-exempt managers. Earned PTO may 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.

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. If you rehire within 30 days, your PTO balance will be reinstated unless state law required a payout upon termination.

Requesting PTO. Requests for PTO must be made through the Absence app in Workday by clicking on Menu > Request Absence. Requests will be routed to your manager for review. Requests should be submitted at least three weeks in advance and should not be requested during times that could adversely affect the operation of the unit.