



## **Personal Time – Store Support Center, Distribution Center & Cedar Valley Inn**

In addition to PTO (paid time off), Cracker Barrel offers personal time for eligible non-exempt employees. The intent of personal time is to protect you when unexpected life events occur. It can be used for illness, medical appointments, emergency caregiving needs (e.g. child is out of school due to illness), or other personal appointments. Personal time is not to be used for vacation.

The amount of paid personal time available for non-exempt Store Support Center, Distribution Center and Cedar Valley Inn employees is up to forty hours for each of the first two years of employment and up to eighty hours per year after two years of employment. Your personal time will reset each year on your anniversary date, similar to paid time off. This benefit will be available to you after you have been employed with Cracker Barrel for 90 days.

Personal time for part-time employees or those working less than forty hours per week will be prorated according to the employee's scheduled weekly hours.

Same-day notice is acceptable for personal time used due to an emergency or unexpected illness; otherwise, personal time should be requested in advance when possible. Managers/supervisors must authorize use of personal time before absences can be excused.

Personal time does not carry over from year to year, and unused balances are not paid out upon termination. Personal time is not considered as time worked in computing overtime for the week.

Abuse of the personal time policy, or undocumented absences may constitute a violation of the attendance policy and could result in disciplinary action, up to and including termination.