



Personal Leave Policy

Eligibility

All Cracker Barrel employees and Maple Street team members are eligible to request an unpaid Personal leave of absence after completing at least 90 days of continuous employment.

Amount of Personal Leave

Personal leaves may be requested for up to 30 days. A maximum of one Personal leave is allowed in a 12-month period. Personal leave may be granted for justifiable reasons at the Company's sole discretion, provided the leave does not seriously disrupt Company operations.

Procedure

All Paid Time Off (PTO) must be used prior to requesting a Personal leave of absence.

Employees must submit a request for a Personal leave to their Manager at least two weeks in advance, or as soon as possible. Requests for leave of absence must be made through the Absence app in Workday by clicking on Menu > Request Absence.

Employees enrolled in the group health plan and/or any optional plans, must continue to pay their portion of the contributions while on leave, in accordance with the Company's current benefit payment guidelines. Otherwise, coverage is subject to cancellation retroactive to the date paid through.

Employees must notify their Manager of their intent to return to work. Failure to return to work following a Personal leave of absence may result in disciplinary action up to and including termination. Requests to return from leave of absence are also made through the Absence app in Workday.

Reinstatement upon return from Personal leave is not guaranteed. However, the Company's intent is to place employees returning from leave in their former or similar positions if possible. Reinstate ment is subject to budget restrictions, the Company's need to fill vacancies, and the ability to find qualified temporary replacements.

Personal leaves will not be granted to pursue other employment opportunities. Employees who use a leave to pursue other employment opportunities or work part-time for another employer may not be eligible for reinstatement.

Personal leaves impact employees' average hours worked and benefits eligibility.