

## Field PTO Policy

### Paid Time Off

Maple Street believes paid time off (PTO) adds to the physical and mental well-being of our team members and encourages you to take the time as needed.

PTO for Maple Street is a “front-loaded, anniversary based” plan, meaning your total balance will reset each year on your continuous service hire date, with your full balance available for the next 12 months. Team members that are promoted into a PTO-eligible position mid-year will receive a pro-rated balance of PTO to use until the next anniversary date when a full balance becomes available.

- You must use any available PTO before taking any unpaid leave.
- There is no carryover of PTO. Once earned, you must take it within 52 weeks, or it is lost. You may not “cash out” unused PTO. PTO will not be paid out upon termination of employment unless otherwise specified by state law.
- Team members must use the Workday platform to track and submit PTO. Community Leaders (CL) will track and request PTO in days, half days are acceptable requests. PTO is paid at standard salary rate of pay.
- During their training period in which a new CL is categorized as a “CLT” or Community Leader in Training and therefore in an hourly, non-exempt position, PTO will be processed as hourly and abide by the rules of hourly, non-exempt positions.
- Hourly, non-exempt positions (OL, OLT, CLT) will track and request PTO in hours. A minimum of 4 hours must be taken if PTO is being utilized. PTO will be paid at current hourly rate of pay.
- PTO will not be calculated into overtime calculations. PTO may not be taken in excess of 40 hours per workweek.
- PTO requests must be approved by the immediate supervisor.
- PTO requests of more than 7 days may require additional approval or may be subject to greater scrutiny.
- PTO must be used in accordance to Cracker Barrel’s policies for all leaves of absence/short term disability needs (see total rewards site ([totalrewards.crackerbarrel.com](http://totalrewards.crackerbarrel.com)) for information).

Years of Service	Days of PTO (CL)	Hours of PTO (OL)
Year 1 (At Hire)	10 days	80 hours
Years 2-4	15 days	120 hours
Years 5-14	20 days	160 hours
Years 15+	25 days	200 hours

### Holidays

Maple Street stores are closed Thanksgiving and Christmas Day.

We do not offer holiday pay for the field. For Community Leaders and Operations Leaders, the holiday should be considered as one of your scheduled days off. If you wish to take additional time during the workweek and have PTO available, you may submit a request through Workday for approval. Please note, not all requests may be approved.