



## **Paid Parental Leave Policy**

### **Policy Purpose**

Cracker Barrel and Maple Street care about our employees/team members and their families. The Paid Parental Leave Policy is intended for the purpose of eligible parents nurturing their newly born, adopted or placed child under the age of 18 years.

### **Eligibility**

This policy applies to Cracker Barrel Store Support Center, Field Management, Distribution Center and Cedar Valley Inn employees and Maple Street Family Support Team, Mission Manager Coaches, Community Leaders and Operations Leaders who have at least 12 months' continuous service with the Company at the time of the birth or adoption event.

### **Amount of Paid Parental Leave**

This policy provides four weeks of Paid Parental Leave, per pregnancy or adoption occurrence. Paid Parental Leave is payable in addition to any short-term disability benefit the employee may be eligible to receive. If otherwise eligible, Paid Parental Leave will run concurrently with FMLA, maternity leave and any state-provided leave. Please refer to FMLA and maternity policy guidelines on amount of leave available due to birth or adoption.

### **General Administrative Guidelines**

- Paid parental leave must be used within three months from the date of birth, adoption, or placement of the child.
- Paid parental leave must be taken in one consecutive block of time.
- Eligibility is based on the birth, adoption or placement occurrence, meaning that paid parental leave is the same regardless of a single child or multiple child birth or adoption.
- Documentation of the birth or adoption may be required.
- Paid parental leave is not available for an adopted child who is a blood relative, stepchild or child of a domestic partner.
- Paid parental leave cannot be used until after any short-term disability benefit associated with the birth has been used and cannot be used for any STD waiting period.
- Paid parental leave benefits will be offset by any state or federal bonding benefit.
- Paid parental leave must be used before any unpaid time associated with the birth or adoption.
- Employees should give their manager at least 30 days' notice of the anticipated leave. They should also coordinate the timing with their manager if not taking leave at the time of the birth or adoption event. Requests for leave of absence must be made through the Absence app in Workday by clicking on Menu > Request Absence.

- Paid parental leave may be utilized by parents where both are employed by the Company. In these cases, each parent's leave entitlement under this policy is four weeks. The leave can be taken at different times by each parent during the child's first three months of birth, adoption or placement.
- This policy is not considered job protected leave unless the time off runs concurrently with FMLA/state leaves. The intent of the policy is to provide pay while on an approved leave.
- This policy complies with all state and federal laws. If there is an apparent conflict, the Company defers to the applicable state or federal law.