

## Family Support Team 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 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 may use available PTO before taking 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. Salaried team members will track and request PTO in full days. PTO is paid at standard salary rate of pay.
- Hourly, non-exempt positions will track and request PTO in hours. 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 5 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 more information).

For Family Support, all roles are PTO eligible. Below is the overview of the FST plan:

Years of Service	Days of PTO offered at hire	Hours of PTO offered at hire (non-exempt)
Years 1-4 (At Hire)	20 days	160
Years 5-9	25 days	200
Years 10+	28 days	224

### Holidays

Family Support is closed on the following holidays:

- New Year’s Day
- MLK Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- ½ day on Christmas Eve (when the holiday falls on a scheduled workday)

FST is also eligible for a 1 day floating holiday each calendar year, that can be submitted through Workday. Nonexempt FST will receive eight hours of holiday pay at their regular rate of pay on the above days. Holiday pay is not considered as time worked in computing overtime for the week.

If your role is field support, you should still be available for stores to contact you even on the days the Headquarters is closed.