

FIRESTARTER PAID TIME OFF (PTO) GUIDELINES

HOURLY FIRESTARTER – PAID TIME OFF

At Smokey Bones we feel it is important to reward our full time Firestarters for their loyalty with some well deserved time off! In fact, the longer at Smokey Bones and more you work, the more paid time off you will receive. The chart below shows how your PTO accrual rate is determined:

Length of Service (determined by your anniversary date)	PTO Hours Accrued (per pay period)	PTO Hours Accrued (annualized)
Eligible Date to 3-year anniversary	Average Hours Worked <u>times 1</u> Divided by total payroll periods in 1 calendar year	1 Week of Average Hours Worked
Beginning of 4 th year to 10-year anniversary	Average Hours Worked <u>times 2</u> Divided by total payroll periods in 1 calendar year	2 Weeks of Average Hours Worked
After 10-year anniversary and above	Average Hours Worked <u>times 3</u> Divided by total payroll periods in 1 calendar year	3 Weeks of Average Hours Worked

*PTO includes vacation, sick time, and personal days. Requesting time off is not a guarantee that you will not be scheduled. All requests will be considered in accordance with our business needs.

WHO RECEIVES PAID TIME OFF AND HOW?

- Firestarters will have a one year waiting period from their hire date.
- Eligible Firestarters will start accruing PTO January 1 following their one-year anniversary.
- Firestarters who exceed 1,560 hours from the previous calendar year (i.e. average over 30 hours per week) are eligible for the PTO program.
- Any Firestarter under 1,560 hours in the preceding year will be reassessed for eligibility the following January 1.
- The rate at which PTO will be accrued starting January 1, following the Firestarters date of eligibility, will be determined based on your average weekly hours worked in the previous calendar year, not to exceed 40 hours (“Average Hours Worked”) and will be based on your average hourly wage from the previous calendar year (“Average Hourly Wage”).

PAID TIME OFF GUIDELINES

- Paid time off will only be paid upon request.
- Paid time off can be redeemed in daily increments.
- To receive paid time off you must take time off from work (Total paid time off plus time worked must not exceed 40 hours in a single pay period).
- Accrued paid time off will not be cashed out at separation except where required by law.
- All accrued PTO must be used by December 31st each year – a 90-day grace period will be allowed for those Firestarters who were not able to take accrued PTO by December 31st. No carry overs and no payment for unused PTO, unless state law differs.

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- PTO requests are not guaranteed. All requests must be pre-approved by management at least three weeks in advance and will be considered in accordance with our business needs.
- Unscheduled absences should be avoided and will be monitored. Management may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.
- Employees may not borrow PTO (i.e. no PTO will be paid in advance of when the time is earned).

REQUESTING PAID TIME OFF THROUGH THE "ULTIPRO EMPLOYEE SELF-SERVICE":

- Click on **Edit** or **Add** button or "Under Things I Can Do" click on **Add PTO Request**
- Enter your vacation request
- Click on **Save** button
- Request the time off in advance, no less than 3 weeks prior to time off.
- Payroll will deduct paid time off from Firestarter's PTO accrual.

Note: Managers submitting PTO time on the FS's behalf, should take the following steps:

- Go to "My Team" tab and pull up FS's employee record
- Go to "Benefits" tab and select PTO request tab
- Add a PTO request for the Firestarter