

SMOKEY BONES PTO GUIDELINES

SALARIED PTO – (Restaurant Managers)

Paid Time Off (PTO) is an important part of life and we encourage you to take the opportunity to periodically take a break from work to recharge your batteries.

THE DETAILS:

All newly promoted or newly hired salaried Managers begin accruing PTO after 6 months of continuous employment. The longer your length of service with Smokey Bones, the faster you accrue paid time off. The chart below shows how your PTO accrual rate is determined.

Length of Service (determined by your anniversary/promotion date)	PTO Hours Accrued (per bi-weekly pay period)	PTO Hours Accrued (annualized)
6 months to 5 year anniversary	3.08 Hours	80 Hours or 2 weeks
Beginning of 6 th year to 10 year anniversary	4.62 Hours	120 Hours or 3 weeks
Over 10 years of employment	6.15 Hours	160 Hours or 4 weeks

Note: Once you reach a milestone anniversary date you will begin accruing PTO at the higher rate on the pay period following your anniversary date.

ACCRUAL LIMIT:

Once accrued, your PTO remains yours until you take the time off; however, the maximum amount of accrued PTO you can carry at any one time is equal to one year of your annualized benefit. (Example: If your annualized PTO rate is 120 hours, you cannot accrue additional PTO until you have taken time off and your balance is less than 120 hours.) Please note that you will not receive a credit for any PTO you were unable to accrue because you had reached the maximum accrual limit, unless state law differs.

PAID TIME OFF GUIDELINES:

- Paid time off will only be paid upon request.
- Paid time off can be redeemed in daily increments.
- Accrued paid time off will not be cashed out at separation except if required by law.
- PTO requests are not guaranteed. All requests must be pre-approved by your supervisor 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 PTO:

Submit any requests for Paid Time Off (PTO) through the “UltiPro Employee Self-Service” at least three weeks in advance. Requesting time off is not a guarantee that you will not be scheduled. All requests will be considered in accordance with our business needs.

HOLIDAYS:

Operations salaried employees have two paid holidays: Thanksgiving and Christmas

When a paid holiday falls during your PTO, you are paid for the holiday without having to use a vacation day.

LEAVES OF ABSENCE

You may be granted a leave of absence for disability, personal or military reasons. You are eligible for leave immediately after you’re hired. Leaves for any reason are subject to approval. During a company-approved absence, accrued PTO is not earned.