

**Paid Time Off Policy**  
**Hourly Employees**  
**Rawden Joint Ventures – NJ Locations**

Effective January 1, 2024

Eligibility begins the January after your five-year anniversary. Qualifying employees who averaged 30 hours or more per week in the prior calendar year can receive one week of Paid Time Off benefits. The amount of Paid Time Off the employee is eligible for will be based on the average number of hours worked per week in the prior year.

Employees who do not average 30 hours or more do not qualify for the Paid Time Off benefit.

All Paid Time Off must be taken between January 1 and December 31 of the current year. Paid Time Off may not be carried over to the following year.

It is the employee's responsibility to request Paid Time Off. Any unused or unrequested Paid Time Off will be lost.

Paid Time Off must be taken in one-week increments.

Employees averaging 30 hours or more are eligible for two weeks of Paid Time Off after their tenth year of uninterrupted company service.

Only two hourly employees per restaurant may be on Paid Time Off the same week. There will be no exceptions without the permission of the store manager. Paid Time Off is to be requested a minimum of one month in advance.

Store Manager approval is needed if requesting to take more than one week of Paid Time Off in a row.

A qualifying employee will be paid upon resignation for all Paid Time Off hours accumulated but not used. If a qualifying employee is terminated for cause, resigns from their position with no notice, or does not give proper two-week notice, all Paid Time Off benefits will be lost.

Earned Sick Leave required by the state of New Jersey is separate from Paid Time Off.

**Paid Time Off Policy**  
**Hourly And Salaried Managers**  
**Rawden Joint Ventures – NJ Locations**

Effective January 1, 2024

Eligibility begins the January after your first-year anniversary. Qualifying managers who averaged 30 hours or more per week in the prior calendar year can receive one week of Paid Time Off benefits. The amount of Paid Time Off the employee is eligible for will be based on the average number of hours worked per week in the prior year. Salaried Managers will qualify for 40 hours.

All Paid Time Off must be taken between January 1 and December 31 of the current year. Paid Time Off may not be carried over to the following year.

It is the manager's responsibility to request Paid Time Off. Any unused or unrequested Paid Time Off will be lost.

Paid Time Off must be taken in one-week increments.

Managers are eligible for two weeks of Paid Time Off after their fifth year of uninterrupted company service.

Managers are eligible for three weeks of Paid Time Off after their tenth year of uninterrupted company service.

Only one manager per restaurant may be on Paid Time Off the same week. There will be no overlapping of Paid Time Off without the permission of a supervisor. Paid Time Off is to be requested a minimum of one month in advance.

Supervisor approval is needed if a request is made to take more than one week of paid time off in a row.

A qualifying manager will be paid upon resignation for all Paid Time Off hours accumulated but not used. If a qualifying manager is terminated for cause, resigns from their position with no notice, or does not give proper two-week notice, all Paid Time Off benefits will be lost.

Earned Sick Leave required by the state of New Jersey is separate from Paid Time Off.