



Maine Earned Paid Leave

Accrual Rate

- 1 Hour for every 40 Hours Worked, Calculated per Pay Period
- All Balances for accrued time are viewable on the employee's UltiPro portal

Maximum Time Earned in a 12 Month Period (January to December)

- Employees can earn up to 40 hours each year.
- This amount is not guaranteed as it is calculated based upon the actual hours worked during employment with American Dream Restaurants LLC
- If an employee leaves employment within the year and is rehired, their balance will restart at the time of rehire

Eligibility

- Maine employees who work for American Dream Restaurants LLC and are NOT eligible for American Dream Restaurants LLC PTO Policy
- New employees are required to work at least 90 days from their date of hire before using their Earned Paid Leave
- Employees are required to give 4 weeks' notice to their store manager for any reason other than emergency, illness, or sudden necessity
- Employees are required to notify their managers as soon as practicable if the use of their Earned Paid Leave is for an emergency, illness, or sudden necessity. Maine Earned Paid Leave can be applied to an absence retroactively only on absences in the previous 30 days. Additional information and a 2-tier approval would be needed to process any absence beyond 30 days.

Reason for Use

- Employees can use their accrued Earned Paid Leave for any reason such as an emergency, illness, sudden necessity, planned vacation, etc.

How Time can be Taken

- Employees can only take time in 1-hour increments. *Employees may only take time in hour increments. The minimum amount of time required for use is 1 hour. Employees cannot use more time than what has already been accrued. Employees cannot "borrow" time from a future balance.*
- Employees will be paid their PRIMARY rate of pay for any paid leave under this law, or the applicable minimum wage rate.
- Employees must notify their manager that they are using their Earned Paid Leave for time missed from work. Managers will not/cannot automatically add time without the employee stating they will be using their Earned Paid Leave for time missed.
- Unused Maine Earned Paid Leave time will not be paid out upon voluntary or involuntary termination