



Time Off, Paid Time Off, & Maternity & Paternity Leave Policy

Overview

At Chick-fil-A Airport Road, we care about our team members. To show appreciation, we aim to offer the most comprehensive benefits & incentive package possible. Our benefits are offered to increase the value of working with us, while providing relief in certain areas of the team members' life. The goal is to provide benefits that, combined with their hourly rate, are above the market rate. Time off benefits are dependent on years worked, position, etc.

**Please note that this is different from the call out policy. Please read for further information.*

Time Off Policy (Unpaid) – Full-time and part-time

At Chick-fil-A Airport Road, unpaid time off is given at any amount to full-time and part-time individuals, as long as taking time off does not consistently interfere with your prior agreed upon availability. If we find that taking time off consistently affects your availability, you will be dropped to a different wage tier (full-time 1 to part-time 1, part-time 1 to part time 2, etc.)

Paid Time Off (PTO) – Full-time

At Chick-fil-A Airport Road, we provide annual paid time off (PTO) for management-level positions.

How it is calculated:

Service Required	Managers	Directors
6 months	40 hours (1 week) paid time off	80 hours (2 weeks) paid time off

PTO Guidelines:

- Be a full-time manager or director (36+ hours a week)
- Work for at least six months before benefit kicks in
 - For new Directors, after initial six months, 1 week is allowed, the following week allowed after a year.
- Each day used is equal to an 8-hour shift
- We are a “use it or lose it” establishment
 - May not cash out unused PTO for any reason including voluntary or involuntary termination
 - Unused PTO does not roll over into new year
- No more than 2 Managers/Directors may take PTO at the same time
- Must submit your PTO plan for the year by the end of Q2 each year (June)
- You may use PTO as sick days and must notify Talent Director of use
- When using 2 or more consecutive days the following procedure is required
 - Receive approval through Director of Operations
- When using a full week off (40 hours), approval from Operator is required

Please note that this policy may change and be revised at any given time

Paid Maternity & Paternity Leave – Full-time

At Chick-fil-A Airport Road, we provide unpaid and paid maternity and paternity leave for full-time individuals depending on your service time with Chick-fil-A Airport Road. Otherwise, the Family Medical Leave Act (FLMA) provides up to 12 weeks of unpaid leave, if you choose.

How it is calculated:

Type of Leave	Service Required	Team Member	Team Leader	Manager	Director
Maternity Paid Time Off	1 year	None	None	40 hours (1 week)	40 hours (1 week)
	2 years+	40 hours (1 week)	40 hours (1 week)	40 hours (1 week)	80 hours (2 weeks)
Paternity Paid Time Off	1 year	None	None	None	None
	2 years+	40 hours (1 week)			

Guidelines & Notes:

- Be full-time (36+ hours a week)
- Work for at least one year before any benefit kicks in
- Each day used is equal to an 8-hour shift
- Must communicate your leave plan well in advance
- You may combine PTO and maternity/paternity leave but if you use PTO, that's it for the year

Please note that this policy may change and be revised at any given time

Unpaid Maternity & Paternity Leave – Full-time & Part-time

The Family Medical Leave Act (FLMA) provides up to 12 weeks of unpaid leave. You may use this in conjunction with your paid leave, if you choose.