



January 2016

Eligibility: If you are a Shift Supervisor, Restaurant Manager, or General Manager you are eligible for the benefits as described below. Paid time off year begins on March 1st and goes thru the last day of February.

PAID TIME OFF POLICY

Time away from work is needed for relaxation, recreation, and revitalization. The amount of paid time off is based on the date of your promotion to Shift Supervisor, Restaurant Manager, or General Manager and length of service with the company in that position as described below.

Length of Service	Shift Supervisor	Restaurant/General Manager
If Promoted or hired within these dates		
tenure starts within Year 1:		
Year 1 (March 1 to July 31 st)	5 Days	10 Days
No Year (August 1 st to December 31 st)	3 Days	5 Days
No Year (January 1 st to last day of February)	0 Days	0 Days
1 through 3 years	5 Days	10 Days
4 through 6 years	5 Days	15 Days
7 or more years	5 Days	20 Days

Policy subject to change at anytime. All remaining time off will be relinquished at the end of employment.

RM and GM who qualify for 10 days of time off are required to schedule at least one 5 consecutive days of leave with their approving manager.

RM and GM who qualify for 15 days or more of time off are required to schedule at least two 5 consecutive days of leave with their approving manager.

SS, RM, and GM's can request to cash out any unused full days at the end of the annual paid time off period. The cash out rate of \$50.00 per day will be added to the next payroll after March 1st.

HOLIDAY PAY POLICY

The company observes Christmas and Thanksgiving as paid Holidays for Restaurant and General Managers. You are eligible for this Holiday pay upon promotion.