

PAID TIME OFF (PTO)

ENJFS provides paid time off as one of the many ways in which it shows its appreciation for team member's loyalty and service. We encourage our team members to take time off to rest, relax and pursue special interests. With this in mind, ENJFS offers team members the opportunity to earn PTO. To encourage you to take your PTO, wages will not be paid instead of taking your PTO. PTO may be used for any time missed including qualifying reasons under Arizona Paid Sick Time (see below for further details).

All non-exempt team members of ENJFS who have worked an annual average of thirty (30) hours or more per week are eligible for one-week of PTO after one year. Two weeks of PTO are granted after three years. PTO is accrued the calendar year prior to it becoming available. The calendar year is defined as January 1 thru December 31. All accrued PTO becomes available on January 1.

A "week" is defined by the average number of hours worked per week the previous year. For instance, a team member who has worked for three years and averaged 32 hours per week in the previous year would receive 64 hours of PTO on January 1st (32 hours multiplied by two "weeks"). A "week" is not to exceed forty (40) hours for purposes of PTO. PTO should be approved and scheduled with your Manager. If there is a scheduling conflict, preference will be given on a first come first served basis.

First year team members who average thirty (30) hours per week or more are entitled to a pro-rated portion of one-week of PTO, based on the hours they work in that first partial year. The team member will be eligible to use the PTO starting January 1 of the following year.

PTO may not be accumulated from year to year, in other words, time not used by December 31st will be lost. PTO pay will be based on the team member's regular straight time rate of pay.

Unused, accrued PTO will be paid out to team members in good standing with ENJFS who give written notice and complete a two-week resignation. Unused PTO will not be paid out to team members who are discharged by ENJFS for unsatisfactory performance or violation of policy.

Exceptions to the PTO policy require the prior written approval of the Director of Human Resources.

Arizona Paid Sick Leave

As of July 1, 2017, all team members working in Arizona restaurants are eligible to accrue paid sick leave at 1 hour per 30 hours worked, up to 40 hours per year. A year is defined as a calendar year (January 1 to December 31).

In cases where team members already have paid time off (PTO) of 40 hours or more, the PTO policy will supersede the Paid Sick Leave. PTO may be used for any purpose, including qualifying reasons that fall under the Arizona Paid Sick Leave law.

For team members who are not eligible for PTO, or who have accrued less than 40 hours of PTO, the Paid Sick Leave will take precedence.

Team members working in Arizona begin accruing paid sick time as soon as they are hired, however are not eligible to use paid sick time until completion of 90-days of employment if hired after July 1, 2017. Any team members hired before July 1, 2017 are eligible to use any accrued paid sick time without the 90-day waiting period.

Accrued but unused sick time will rollover to the next year (up to 40 hours), however only 40 hours can be used in a calendar year.

Proper call-in procedures must be followed for any absence, including the use of paid sick leave, and paid sick leave will be paid out on the team member's straight-time rate of pay.

Team members who are only eligible for Paid Sick Leave and not for PTO (see above) will not have unused Paid Sick Leave paid out upon termination.

Team Member Printed Name

Witness Printed Name

Team Member Signature

Witness Signature

Date

Date