



TEAM MEMBER GUIDE

205 BANKED TIME

On rare occasions, Team Members who work in certain positions within the Company may be required to accrue time (bank time). Team Members are not contractually entitled to bank time. As such, all banked time must be authorized by the Manager, Operations Manager/General Manager, and the Office of the President in advance of banked time being worked. When banked time is needed, Team Members are required to submit a written request by e-mail to their Manager stating the reason for the banked time; this request must also be approved by the Office of the President. Once approved, banked time is to be recorded on the locations Weekly Manual Timesheet (*for further details please see section "204: Timekeeping" of the Team Member Guide*). Managers are responsible for ensuring the accuracy of the Weekly Manual Timesheet being submitted for their locations.

No banked time is permitted without prior approval. Team Members are not authorized to approve their own banked time. Team Members who do not gain approval before banking time may be subject to disciplinary action up to and including termination of employment for cause.

Team Members may accrue a maximum of 20 hours of banked time at any one time. To use banked time, a request for banked time off must be submitted to their Manager, using the same process as requesting vacation time. The request is subject to Manager approval based on Company needs. Banked time must be taken within twelve (12) months after it is earned.