

PTO Policy

Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs while recognizing your individual responsibility to manage your paid time off.

Upon eligibility, you will accumulate a specified amount of PTO each pay period worked and it is up to you to allocate how you will use it – for vacation, caring for children, school activities, leave, personal business or emergencies. You may be required to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on the length of your service and will not begin until the two-year anniversary date of hire. PTO is separate from Paid Sick Leave (PSL) accrual. PTO policy applies to team members up to Advanced Team Leaders. Vice Presidents have a separate PTO policy.

ELIGIBILITY

You are eligible to receive PTO if you have been continuously employed at Chick-fil-A Encinitas for at least two years from the original hire date (Advanced Team Leader after one year). Rehires and previous Chick-fil-A employees will restart from the latest hire date at Chick-fil-A Encinitas.

ACCRUAL SCHEDULE

Upon two-year eligibility, PTO will accrue based upon the length of service or position and time worked according to the accrual chart below. PTO is accrued as you work. You will not accrue PTO time while you are on a leave of absence or suspension. There is an annual cap on time that can be accrued.

MAXIMUM TIME ACCUMULATED

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accumulate. This encourages you to use your PTO and allows the company to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. Unused PTO will be capped at a 1.5 accrual rate in accordance with the California Department of Labor Standards Enforcement (DLSE).

TERMINATION

You will be paid for all accrued but unused PTO when you leave Chick-fil-A Encinitas.

MANAGEMENT OF PTO

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies.

MINIMUM INCREMENTS OF PTO

The minimum amount of PTO you can use at one time is 2 hours.

NOTICE AND SCHEDULING

You are required to provide your supervisor with reasonable advance notice and must obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. Typically, this is two weeks or more if you are using partial to one day of PTO. If you are scheduling more than two days of PTO please schedule at least 30 days in advance. There may be occasions, such as a family emergency when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.