

**Section 3:**  
**Time Away from Work and Other Benefits**

## **Team Member Benefits**

Our company offers a comprehensive set of Team Member benefits to supplement our Team Members' regular wages. Our benefits represent a hidden value of additional income to our Team Members; however, not all Team Members are eligible for the entirety of benefits listed below.

This handbook describes the current benefit plans maintained by the company, which will individually evaluate each Team Member to determine their complete benefit eligibility.

Actual plan documents and descriptions of summary plans are the controlling documents. Please refer to these stand-alone documents should you have any questions regarding your benefits.

Chiles Enterprises LLC. reserves the right to modify and/or terminate a Team Members' benefits at any time. We will try to keep you informed of any changes.

### **Holidays**

Our company normally observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

If one of the above holidays falls on Saturday or a Sunday, the company typically observes it on the following Monday.

Full-time Team Members (as defined in Section 1) are eligible for paid holidays upon hiring.

To be eligible for paid holidays, all Team Members must work their scheduled workday before and after the holiday unless they're on approved leave.

## **PTO (Paid Time Off / Personal & Vacation Leave)**

### **Leave Policy**

Chiles Enterprises, LLC believes our Team Members are key to a great organization. While work encompasses a large portion of your life, we encourage you to schedule adequate time for relaxation to promote good physical and mental health. In addition to vacation time, PTO can include, but is not limited to, reasonable personal sickness, family sickness, and personal leave.

We value our Team Members and recognize you may need time for family and home life.

However, we also expect you to notify us in as much advance as possible should you require time off and follow our Absence & Tardy Policy outlined below. If you do not follow proper notification and approval processes, we can not entertain your PTO request.

**Full-time Team Members** (as defined in Section 1) will earn PTO at a rate of .06 hours per hours worked beginning on their date of hire.

**Chiles Enterprises Leadership Team Members** will receive 1 week of PTO at their date of hire. Their PTO will increase to 3 weeks on the first anniversary of their date of hire.

### **PTO Conditions:**

- For a single missed day, notice must be given 1 hour prior to the Team Member's scheduled work start time.
- To redeem more than 2 consecutive days, the Team Member must give 2 weeks notice.
- A Team Member who is absent for more than 2 consecutive days without 2 weeks advance notice can only redeem 16 hours of PTO.
- PTO may not be used from September 15 to October 15.
- Team Members are not permitted to take off more than 5-7 consecutive days within the same six-month rolling time period.
- Earned vacation time will not accumulate over 160 hours.
- A minimum of 4 hours or a maximum of 8 hours can be redeemed per day.
- PTO time cannot be exchanged for cash or bonuses. Team Members must take the time away from work to receive the reward.
- PTO time will not be approved if a Team Member has given notice they will be leaving the company, and any accumulated vacation time will be forfeited when such notice is given.

Here are the steps you must take to request and receive approval for PTO:

- Fill out and submit a Time Off Request Form, which can be submitted from our website at [www.chilesenterprises.net/chiles-team](http://www.chilesenterprises.net/chiles-team).
- The system will send your Time Off Request Form to your divisional supervisor for approval.

**Submitting your Time Off Request Form automatically qualifies you for your requested PTO unless your supervisor notifies you within 3 days that your request has been denied or the request does not meet the above parameters. If you take time off after your request has been denied, you can incur disciplinary action, up to and including termination.**

**If you need assistance requesting PTO, please reach out to [accounting@teamchiles.com](mailto:accounting@teamchiles.com).**

For salaried administrative Team Members not meeting eligibility requirements, this time will be deducted from your salary. This will be calculated by your weekly base salary percent to determine the value of one day.

**Personal and Vacation Time Beyond the Parameters of Compensation** Specific types of leave for unique circumstances are outlined in the next several pages of this document. If your time away from work does not meet those unique circumstances, PTO, and/or vacation time parameters, or if all benefits have been redeemed, the Team Member may still take unpaid time away from work, or “time off.”

It is highly likely, however, that a Team Member who does this or does this regularly will be considered unreliable. If so, the Team Member will be terminated.

Proactive, clear, and consistent communication to your supervisor and the General Manager as well as overall respect for the company will lessen your chance of termination.

Any Team Member accumulating more than 4 of the following unexplained incidents within any 30-day time span will be terminated.

- Missing 5 days of scheduled work
- Arriving more than 10 minutes after their scheduled report time
- Leaving more than 10 minutes before the end of their shift

Since the company requires Team Members to request approval for any time off/PTO (including doctor visit via our Online Team Member portal) doctor’s notes post-absence will not override the company’s right to exercise this termination policy.

### **Consequences for Taking Unapproved PTO and Time Off**

If any Team Member, hourly or salaried, takes unapproved time off or PTO, whether it be full days, half days, or any other PTO or vacation days including arriving late or leaving work early without prior approval, they can incur the disciplinary actions stated below in our Absence & Tardy Policy.

Additionally, increased disciplinary action will affect your future PTO and time off approval as well as potential advancement in the company. Days off not meeting eligibility requirements may deem the Team Member unreliable and could result in termination.

## **Emergent or Unique Time Off Circumstances**

If unique circumstances arise, such as family emergencies or sickness, and you're not able to notify us within the time parameters meriting personal leave, you must notify a member of the Leadership Team one hour prior to your scheduled start time.

If an emergency situation arises and it is not possible to submit a Time Off Request Form, the Team Member will not be permitted to report back to work until they submit a Time Off Request Form.

Time Off Request Forms must be submitted for anyone arriving more than 10 minutes late to work or leaving more than 10 minutes before the end of their shift.

Approval for all time off and PTO is subject to applicable company workloads.

Management reserves the right to ask a Team Member to reschedule time off or PTO due to workloads or mitigating circumstances.

## Absence & Tardy Policy

The purpose of this policy is to communicate expectations regarding Team Member attendance as well as the consequences of failure to meet those expectations. If any Team Member, hourly or salaried, takes unapproved time off, whether it be full days, half days, or any other PTO or vacation days including arriving late or leaving work early without prior approval, they will incur the following disciplinary actions.

### *DEFINITIONS:*

#### Excused Absence

1. In cases of personal time off, the Team Member must make acceptable arrangements as outlined above to be off work.
2. In cases of illness, the Team Member must notify their supervisor of their absence at least 60 minutes prior to the Team Member's scheduled start time.

#### Unexcused Absence

1. If the Team Member does not notify their supervisor of their absence 60 minutes prior to their designated start time.
2. If the Team Member fails to give advanced notice to their supervisor for an absence which could have been anticipated, such as a pre-scheduled medical appointment.

#### Tardy

1. If the Team Member arrives to work after their scheduled start time.
2. If the Team Member fails to clock in at their scheduled start time.
3. If a Team Member is clocked in/out by another Team Member without supervisor approval.
4. If a Team Member clocks in but doesn't go directly to work. (E.g. Clocks in and then parks or sits in his/her car)

The General Manager can override or administer tardies for due cause.

### Consequences for Absences

- 1st event: 3 excused or 1 unexcused absence within a 30-day time frame will result in a verbal warning.
- 2nd event: 2 excused or 1 unexcused absence within a 30-day time frame will result in a written warning.
- 3rd event: 1 excused or 1 unexcused absence within a 30-day time frame will result in a meeting with the General Manager and may include disciplinary action, up to and including termination.

*\*\*2 or more days of consecutive-related absence (i.e., illness) = 1 event*

### Consequences for Tardiness & Leaving Work Early without Approval

- 1st event: 2 tardies within a 30-day time frame will result in a verbal warning.
- 2nd event: 1 tardy within a 30-day time frame will result in a written warning.
- 3rd event: 1 tardy within a 30-day time frame will result in a meeting with the General Manager and may include disciplinary action, up to and including termination.

If a Team Member fails to report for work for three consecutive workdays without notifying their supervisor, the company will assume the Team Member has abandoned his or her job and may terminate employment.

The company will follow this policy; however, continued undesirable behavior may quickly escalate to a higher level without the expected and desired notice occurring.

Team Members who establish patterns of excessive absences or tardiness will be subject to termination, regardless of the provisions of this policy.



**Unique Circumstances: Military Leave**

Team Members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in-state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid except where state law dictates otherwise.

Military orders should be presented to the General Manager of Chiles Enterprises, LLC and arrangements for leave made as early as possible before departure. Team Members are required to give advanced notice of their service obligations to the company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits will not accrue during the period of leave unless required by state or federal law.

## Unique Circumstances: Bereavement Policy

**This Bereavement Policy provides up to 3 days or 5 days of pay for a Team Member who is absent from work to attend the funeral of any immediate family member.**

Full-time Team Members who experience a death of an immediate family member will be given a paid leave of absence based on the hours a Team Member is currently scheduled to work and not to exceed 3 days. An immediate family member is defined as: **mother, father, mother in-law, father in-law, stepmother, stepfather, siblings, grandchildren, and grandparents.**

Team Members who experience the loss of a **spouse, child, or stepchild** will receive up to 5 bereavement days (40 hours) to make arrangements for or attend the funeral.

If additional time is needed, the Team Member may request use of PTO.

For the death of other relatives or friends not covered by this specific policy, the Team Member may request use of PTO.

As with all absences, Team Members must adhere to the previously established protocols and procedures to request or account for time off/PTO. **The Team Member must provide documentation to their manager or supervisor verifying their relationship with the deceased.** This documentation must be in the form of a newspaper obituary or some other official funeral document.

## Unique Circumstances: Jury Duty Policy

### JURY DUTY (and Court Appearances Under Summons, Subpoena, or Court Order)

#### SUMMARY

The company supports our Team Members' civic responsibilities and legal obligation to serve jury duty.

#### Details

1. Team Members required to serve jury duty will be given a paid leave of absence to do so, and the company will pay the difference between jury duty pay and the Team Member's regular wage for up to five (5) working days in any twelve (12) month period. If a Team Member is required to serve more than (5) working days in a 12-month period, they will not be compensated for their time away from work. The Team Member must also provide all required documentation outlined below.
2. Team Members will be required to furnish proof of jury service and jury duty compensation in a written statement from the court. Team Members are expected to be at work while not performing jury duty. If a Team Member reports for jury duty and is excused without service on a jury, he or she must report for work as promptly as possible.
3. There are occasions when a Team Member's absence for a specific jury duty date(s) will cause undue hardship on the company's work performance. In such a case, the company may request and assist the Team Member to be excused from such jury duty. If this need occurs, we recognize it should only be in unusual company hardship situations. We also recognize the court will, as a rule, advise the Team Member that he/she is excused; however, the Team Member will be required to serve at a later date.
4. No Team Members summoned, subpoenaed, or ordered by a court to appear in court will be disciplined in any way for missing work as a result unless the Team Member is a defendant in a criminal case. (In such case, the Team Member will not be compensated.) Additionally, the company will not require Team Members to use sick leave or vacation time as a result of such service, provided the Team Member gives the company reasonable advance notice of the summons, subpoena, or court order.

## **Unique Circumstances: Leave of Absence**

Under special circumstances, the company may grant full-time Team Members a leave of absence without pay.

Request for a Leave of Absence can be submitted via a face-to-face meeting with the General Manager or by submission of the Time Off Request Form located in the online Team Member portal.

The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the General Manager of Chiles Enterprises, LLC.

Leaves may not exceed 90 days, and benefits will not accrue during this time. The company will only grant leaves of absence after earned PTO is exhausted.

If you choose to maintain your Team Member benefits beyond 30 days, you will incur the full cost. There will be no subsidy by Chiles Enterprises, LLC.

We will make reasonable efforts to return you to the same or similar job you held prior to your leave of absence, subject to our staffing and business requirements. There is no job protection in the leave status.

### **Unique Circumstances: Victims of Crime Leave**

The company will grant reasonable and necessary leave from work without pay to Team Members who are victims of a crime. Team Members can also exercise this leave policy to assist family members who are victims of crime. Family members include a spouse or child/children only. This leave policy also applies if a Team Member must be present at a proceeding pertaining to a victimized crime affecting the Team Member, their spouse, or their child/children.

Prior to taking leave under this policy, eligible Team Members must follow the protocols and procedures established above to request time off. This notice must include a copy of the form provided to the Team Member by the law enforcement agency pursuant to subsection A of 19.2-11.01 of the Code of Virginia. If applicable, the Team Member should also submit notice of each scheduled proceeding to the company.

The company may limit the leave provided under this policy if the Team Member's leave creates an undue hardship to the company's business.