

PALOMA ATTENDANCE & TIME OFF POLICY FOR HOURLY ASSOCIATES

Purpose: The purpose of this Time Off Policy is to establish guidelines and procedures for the allocation and usage of time off for Associates at PALOMA. This policy aims to promote work-life balance, employ well-being, and ensure the smooth functioning of our organization.

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Attendance & Punctuality

Associates are expected to maintain regular attendance. Frequent or excessive absences may result in disciplinary action. If there is something in your personal life that may prohibit you from being able to adhere to your schedule, please speak with your Manager.

CLOCKING IN & OUT:

PALOMA uses Sling to track Associate hours and to process payroll. Associates are expected to **clock in and out for scheduled shifts and breaks**. If a clock in or out is missed, contact your Manager immediately.

ARRIVING ON TIME:

- ♦ To ensure the smooth operation of each day, please **arrive 5 minutes before your shift** begins. **Upon arrival**, please find the Manager on duty to **get any important downloads** that might impact your day or the Guest experience. You will be considered late if you arrive 5 minutes past your scheduled shift.

Why is this important? Our Guests check in and out at the top and bottom of the hour. Arriving 5 minutes before your shift time allows you to be ready to seamlessly integrate into your shift and support the team around you.

- ♦ Repeated tardiness will be subject to disciplinary action (starting with a conversation, followed by a write up, and could ultimately result in termination).
- ♦ With the exception of Associates who are opening and closing the building, **all Associates must enter and exit from the front of the building**. Using the back door during business hours is prohibited, unless escorted by a Manager or Key Holder.

BREAKS:

Associates who are scheduled to work for 5 hours or more will be scheduled for unpaid breaks during each shift.

5–6 hours	7+ hours
30 minute break	60 minute break

- ♦ If a clock in or clock out for a break is missed, your time sheet will automatically be adjusted to account for the scheduled break.
- ♦ Break times must be taken as directed by the Manager on duty. Any adjustments to your scheduled break will require approval from a Manager or Key Holder.

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Time Off Policy

AT-A-GLANCE: Types of Time Off

	Planned Time Off	Unplanned Time Off
Overview	<ul style="list-style-type: none"> • This program provides Associates the opportunity to take time off for personal reasons, rest, and relaxation. • The amount of Planned Time Off available will be based on the Associate’s schedule and weekly hours worked. • see Time Off Limits/Budget section 	<ul style="list-style-type: none"> • Intended for Associates unable to work due to illness, injury, or personal emergencies. • The amount of Unplanned Time Off available will be based on the Associate’s schedule and weekly hours worked. • see Time Off Limits/Budget section
Requirements	<ul style="list-style-type: none"> • Planned Time Off requests must be requested at least four (4) weeks in advance via Sling. • You have stayed within the allotted time off for the year or have accrued additional hours through pick-up shifts. • Only one Associate’s time off request per day will be approved without coverage; this is on a first-come, first-serve basis. 	<ul style="list-style-type: none"> • Notify all members of the Management team via text at least 4 hours before the start of your shift.
Fine Print	<p><i>What if I am denied for one of the above reasons?</i> Find another Associate who can pick up your shift on the day you requested. Contact your Manager to inform them who is covering, and resubmit your request.</p>	

MATERNITY/PATERNITY LEAVE & PERSONAL LEAVE:

- Tenured Associates who have been with the business for more than 1 year and have **worked more than 1,250 hours** (the equivalent of 24 hours in an average week) are eligible to take up to a 12 week unpaid leave of absence from the business for the birth or adoption of a child.
- This also applies to illness and medical injury.
- Where possible, Associates should **notify Management in advance** of their leave and must provide a doctor’s note.

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Time Off Policy (continued)

PLANNED TIME OFF LIMITS/BUDGET

To provide consistency in our schedule and to ensure that all Associates can take Planned Time Off, Associates are granted an **annual budget of 3 weeks**. (The amount of hours will be determined by your schedule).

TIME OFF LIMITS/BUDGET (based on hours worked per week)

Weekly Scheduled Hours	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3
Annual Planned Time Off Budget	20 days					16 days					12 days					8 days					4 days																	
Annual Unplanned Time Off Limits	8 shifts					6 shifts					4 shifts					2 shifts																						

What if I exceed my Planned Time Off limit/budget?

If you exceed your Planned Time Off budget, and your request can be accommodated without disruption to the the schedule, your request will be approved.

If your request can not be accommodated due to coverage needs, your request will be denied. In this event, you will be required to either show up for your shift, or get another Associate to cover for you. If you get another Associate to cover your shift, please notify your Manager who will be covering and resubmit your time off request.

NOTE: The Associate covering can not go into overtime.

UNPLANNED TIME OFF REQUESTS:

PALOMA recognizes that when you are sick, you may need days off from time to time, to heal and recover. Our Unplanned Time Off policy is in place to allow Associates to take unexpected time off, while also establishing guidelines to maintain regular attendance and to meet the needs of our Guests and our Team.

CALL-OFF POLICY

If you need to call off for any reason, you are to **notify all members of the Management team and co-workers** via text **at least 4 hours before** the start of your shift to find coverage if possible.

UNPLANNED TIME OFF LIMITS

Parameters of sick days/unplanned emergencies are based on the Associate's schedule/weekly hours worked.

Full Time (30+ hours/week)	Part Time (20-29 hours/week)	Part Time (10-19 hours or less/week)	Part Time (9 hours or less/week)
8 shifts/call-offs annually	6 shifts/call-offs annually	4 shifts/call-offs annually	2 shifts/call-offs annually

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Calendar/Important Dates



PALOMA CLOSED

- 4th of July
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Quarterly Cleaning Days
(3rd Monday of January, April,
July, October)*
*subject to change

PALOMA MODIFIED HOURS

- Christmas Eve
(close at 4pm)
- New Year's Eve
(close at 6pm)

BLACKOUT DATES

Based on the needs and demands of our industry, there are certain peak time periods we **do not allow for time off requests.**

- ◊ Valentine's Day and the weekend before Valentine's Day (Fri/Sat/Sun)
- ◊ Mother's Day weekend (Fri/Sat/Sun)
- ◊ Thanksgiving weekend (Fri/Sat/Sun)
- ◊ Every weekend in the month of December (Fri/Sat/Sun)

What if I need off on a blackout date due to an important personal event?

If your blackout date request can be accommodated without disruption to the the schedule, your request will be approved.

If your blackout date request cannot be accommodated due to coverage needs, your request will be denied.

- In this event, you will be required to show up for your shift.

OR

- Get another Associate to cover for you. If you get another Associate to cover your shift, please notify your Manager who will be covering and resubmit your time off request. **NOTE:** The Associate covering can not go into overtime.

OR

- Pickup another day within the blackout time window to offset this request.

- **NOTE** • Time off requests may not always be guaranteed. Managers and Supervisors are responsible for reviewing time off requests based on operational requirements, team workload, and staffing needs.

MODIFICATIONS TO THIS POLICY:

This policy may be subject to modification, revision, or amendment at any time at the discretion of PALOMA.