

Paid Time Off

Time off is important. It helps you care for yourself and others, gives you a chance to recharge, and helps you reconnect with friends and family. We recognize that time-off helps you be your best self in life and at work, we encourage you to take time-off.

Paid time off (PTO) benefits apply to all Team Members. PTO is used for all requested time away from work, including vacation, sick, and personal days. Sick pay will be administered as required by state/local law. Please refer to the following tables to determine your PTO eligibility. When reviewing, please note that PTO hours do not count as working hours. Only actual hours worked within a workweek will be considered in overtime calculations, not PTO or holiday hours.

All Thrive Locations: Restaurant PTO (Sick & Vacation Time) <i>Excluding IL & NE Locations & Existing Team Members at CO/Dallas MME Locations</i>						
Position	Tenure	Accrual Calculation	Max Annual Award & Annual Usage	Max Balance	Eligibility (i.e. When You Can Use It)	Pay Rate
Hourly Team Members	1-2 Years	1.9235% of hours worked each pay period between 60-80***	40	40	Following 1st Anniversary	Average regular rate of pay, including tips for tipped wage positions **
	3+ Years	3.847% of hours worked each pay period between 60-80***	80	80	Following 3rd Anniversary	
Full-Time Supervisors	0+ Years	1.5385 hours for every 35 hours worked per pay period (max 3.077 per pay period)	80	80	Upon Hire	Current Pay Rate
Assistant Managers & Assistant General Managers	0-2 Years	3.4616 hours per pay period worked Based on 9-hour workday	90	90	Upon Hire	Current Pay Rate
	3+ Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	
General Managers	0-2 Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	Current Pay Rate
	3+ Years	6.9231 hours per pay period worked Based on 9-hour workday	180	180	Upon Hire	

Colorado Sick Time

Position	Tenure	Accrual Calculation	Max Annual Award & Annual Usage	Max Balance	Eligibility (i.e. When You Can Use It)	Pay Rate
Hourly Team Members	0+ Years	1 hour for every 30 hours worked	48	48	Upon Hire	Current Pay Rate
Full-Time Supervisors	0+ Years	1 hour for every 30 hours worked	48	48	Upon Hire	Current Pay Rate
Assistant Managers & Assistant General Managers	0+ Years	1.8462 hours per pay period worked Based on 8-hour workday	48	48	Upon Hire	Current Pay Rate

Modern Market Restaurants 4008 - 4026: Vacation Time

This policy will apply to managers and Team Members employed at these locations as of January 1, 2025. Team Members and managers hired after January 1, 2025 should refer to the previous section titled "All Thrive Locations" (and "Colorado Sick Time" section if applicable).

Position	Tenure	Accrual Calculation	Max Annual Award & Annual Usage	Max Balance	Eligibility (i.e. When You Can Use It)	Pay Rate
Hourly Team Members	0+ Years	.673 hours for every 30 hours worked per pay period (Maximum of 1.346 hours awarded per pay period)	35	53	180 Days Following Date of Hire	Current Pay Rate
Full-Time Supervisors	0+ Years	1.5385 hours for every 30 hours worked per pay period (Maximum of 3.077 hours awarded per pay period) (must be designated Shift Leader by management team)	80	80	Upon Hire	Current Pay Rate
Assistant Managers & Assistant General Managers	0-2 Years	4.6154 hours per pay period worked Based on 8-hour workday	120 hours	160 hours	Upon Hire	Current Pay Rate
	3+ Years	6.1539 hours per pay period worked Based on 8-hour workday	160 hours	200 hours	Upon Hire	

Illinois: Sick & Vacation Time

Position	Tenure	Accrual Calculation	Max Annual Award & Annual Usage	Max Balance	Eligibility (i.e. When You Can Use It)	Pay Rate
Hourly Team Members	0-2 Years	1 hour for every 40 hours worked	40	40	90 Days Following Date of Hire	Average regular rate of pay, including tips for tipped wage positions *
	3+ Years	1 hour for every 40 hours worked	80	80	Following 3rd Anniversary	
Full-Time Supervisors	0+ Years	1.5385 hours for every 35 hours worked	80	80	Upon Hire	Current Pay Rate
Assistant Managers & Assistant General Managers	0-2 Years	3.4616 hours per pay period worked Based on 9-hour workday	90	90	Upon Hire	Current Pay Rate
	3+ Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	
General Managers	0-2 Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	Current Pay Rate
	3+ Years	6.9231 hours per pay period worked Based on 9-hour workday	180	180	Upon Hire	

Nebraska: Sick & Vacation Time

Position	Tenure	Accrual Calculation	Max Annual Award & Annual Usage	Max Balance	Eligibility (i.e. When You Can Use It)	Pay Rate
Hourly Team Members	0-2 Years	1 hour for every 30 hours worked	56	56	Upon Having Worked 80 Hours	Average regular rate of pay, including tips for tipped wage positions**
	3+ Years	1 hour for every 30 hours worked	80	80	Following Third Anniversary	
Full-Time Supervisors	0+ Years	1.5385 hours for every 35 hours worked per pay period (max 3.077 per pay period)	80	80	Upon Hire	Current Pay Rate
Assistant Managers & Assistant General Managers	0-2 Years	3.4616 hours per pay period worked Based on 9-hour workday	90	90	Upon Hire	Current Pay Rate
	3+ Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	
General Managers	0-2 Years	5.1924 hours per pay period worked Based on 9-hour workday	135	135	Upon Hire	Current Pay Rate
	3+ Years	6.9231 hours per pay period worked Based on 9-hour workday	180	180	Upon Hire	

Accrual While Away

PTO continues to accrue even while you're using time off, allowing your balance to grow while you recharge. However, PTO does not accrue during any leave of absence. Accrual will resume once you return to active employment.

Requesting Paid Time Off

Plan ahead and submit PTO requests at least 2 weeks in advance to help managers schedule and keep things running smoothly. For unplanned absences like sick days or emergencies, let your manager know as soon as possible. PTO requests aren't guaranteed – during busy times or if too many requests overlap, your manager may ask you to adjust your dates.

To request time off, log in to ADP Workforce Now:

1. Go to Myself Tab > Time Off > My Time Off.
2. Click 'Request Time Off,' pick your dates, and choose the PTO type.
3. Submit your request, and don't forget to also enter it in StaffLinq for scheduling purposes.

Once approved, you'll get a confirmation through ADP, and your PTO hours will be automatically added to payroll for payment.

- **Colorado:** Unused, accrued PTO is paid out at separation at your final rate of pay or minimum wage, whichever is higher. Sick pay is not paid out.
- **Illinois:** Unused, accrued PTO is paid out at separation at your final rate of pay or minimum wage, whichever is higher.
- **Nebraska:** Unused, accrued PTO is paid out at separation at your final rate of pay or minimum wage, whichever is higher.

Whether PTO is paid out or not, it does not extend your employment with Thrive.

Additional Details for Hourly Team Members

Hourly PTO pay rates are calculated each pay period based on Avg Pay Rate (including tips). However, since tips are pooled at Modern Market, PTO pay rates will not include earned tips.

After one-year, Hourly Team Members start earning PTO once you work more than 60 hours in a two-week pay period. It's earned as a percentage of the hours worked between 60 and 80 hours—the more hours you clock, the more PTO you rack up. If you work less than 60 hours in a pay period, you won't earn PTO for that time.

PTO hours don't count as working hours and don't apply toward the 40 hours needed for overtime. Only the hours you actually work in a week count toward overtime, not PTO or holiday hours.

Example: If you use 8 hours of PTO and work 40 hours in the same week, you'll get paid for 48 hours total, but only the 40 worked hours count toward overtime.

Thrive reserves the right to change PTO policies at any time, and will notify Team Members of any updates.

PTO Upon Change in Position

If you move to a new role, whether it's a promotion or a step down, your PTO will adjust to match how time off is earned in the new position. For example, if you earned PTO as an hourly Team Member but use it after being promoted into management, your PTO will be paid at your management rate of pay.

Scenario 1: You earn 40 hours as an hourly Team Member in August. You're promoted to a management position in September. When you take these 40 hours off in October, you'll be paid at your manager rate of pay.

Scenario 2: You earn 40 hours as a manager, but demote into a cook position a few months later. When you take this 40 hours of PTO, it will be paid at your average hourly rate.

PTO Upon Separation by State

We encourage Team Members to use their PTO while working with us. Accrued time will not be paid upon separation unless required by state or local law. Here's what you need to know about states that require PTO payout at separation:

- **California:** Unused, accrued PTO is paid out at separation at your final rate of pay or minimum wage, whichever is higher.



Questions?

For more information or assistance, contact your manager or the Thrive People Experience Team at pXTeam@thriverg.com.



What to Do if You Get Sick

As badly as we want to see you at work, please do not come to work if you are sick, especially if you are suffering from any (or multiple) of these symptoms: diarrhea, fever, vomiting, jaundice (yellowish staining of your skin and/or the whites of your eyes), sore throat with fever, or infected wounds on any exposed part of your body (hands, arms, etc.). As soon as you can, give your manager a call so they can make the appropriate accommodations in your absence. Before coming back to work you need to be symptom-free for at least 24 hours. Get some sleep, follow a treatment plan, eat soup, read a book, watch some Netflix, and get healed up. (Any health protocols in place supersede this section.)

Weather Conditions

Thrive is a service-oriented business; therefore, we must strive to remain open for business regardless of weather. We do, however, recognize that severe weather conditions may not always allow you to report to work. In such instances, it is your responsibility to cover your scheduled shift and to notify the MOD. Leadership reserves the right to close the restaurant in the event of extremely inclement weather. Notice will be given with as much advance as possible. You will be paid for actual hours worked only.