

Restaurant Technologies, Inc.'s Paid Time Off Donation and Request Program

Program Statement

Restaurant Technologies recognizes that employees may be impacted by a major disaster or have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available Paid Time Off (PTO) time. To address this need eligible employees will be allowed to donate PTO time to and request to receive PTO time from one of the company's Major Disaster PTO banks ("Disaster Banks") or Medical Emergency PTO bank ("Medical Bank") in accordance with the program outlined below. This program is voluntary.

Eligibility

Employees who donate and who apply to receive PTO under this policy must be employed with Restaurant Technologies as of the date of the donation and/or request.

The PTO Banks

Disaster Banks:

Restaurant Technologies has created Disaster Banks for the purpose of accepting PTO donated from eligible employees, which can then be distributed to eligible employees who, as a result of a major disaster (as declared by the President of the United States), are experiencing severe hardship either themselves or their immediate families (as defined below) and require absence from work.

Medical Bank:

Restaurant Technologies has created a Medical Bank for the purpose of accepting PTO donated from eligible employees, which can then be distributed to eligible employees who are experiencing a medical condition either themselves or their immediate families (as defined below) that requires a prolonged absence from work.

Restaurant Technologies will maintain all oversight of these Banks and distributions therefrom.

Donating to the PTO Banks

Employees who donate PTO time from their unused balance must adhere to the following requirements:

Amounts:

- Minimum donation increment – 4 hours
- Maximum annual donation – 40 hours (employee's PTO balance after donation cannot be less than 40 hours)



Timing:

- Donations will be accepted during a period of time designated by Restaurant Technologies and will represent a reasonable limit, based on the severity of the disaster.
- Restaurant Technologies may also choose to open up donations outside of these periods as circumstances arise.

Conditions:

- Employees who donate PTO must have sufficient PTO in their balance and must have at least 40 hours of PTO remaining after the donation as they may experience their own personal need for time off.
- Employees can only donate accrued PTO and cannot borrow against future PTO time to donate.
- Employees who are currently on an approved leave of absence cannot donate PTO time.
- Upon donation of PTO, it becomes forfeited and the donating employee cannot request return of the PTO.
- Any PTO donations that remain in a Disaster Bank after the relevant time period set by Restaurant Technologies will be returned to employees who donated the PTO in the same proportion as the amount of leave donated by an employee bears to the total amount of leave donated to a Disaster Bank for a specific disaster.
- Recipient identity will not be disclosed to donating employees.

Applying to Receive Donations from the PTO Banks

Limitations on Received PTO – Employees may receive up to 480 hours of PTO from one of the PTO Banks in any rolling twelve (12) month period.

Employees who would like to receive donated PTO time from one of the Banks must have a situation that meets the following criteria:

No Available PTO – Employees must have exhausted all available PTO, including any negative amounts they are allowed to take under Company policy.

Medical Bank – Medical condition of the employee or an immediate family member that requires prolonged/extended absence, or poses a threat to life or requires inpatient or hospice health care, or requires extended time off after the loss of an immediate family member.

Disaster Banks – President must declare an event a major disaster. Employee must be adversely affected by the major disaster and they or their immediate family members must experience severe hardship.

Immediate Family Members – Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Restaurant Technologies may request documentation supporting the request for PTO from the relevant Bank.



Donation and Application Procedures

Donations:

Employees who wish to donate PTO time to the bank can do so through Workday by selecting the Bank to which they want to donate. Employees must certify that all pending PTO has been submitted and their current balance is accurate and meets the donation requirements above. *Managers will approve all PTO donations and confirm pending PTO has been submitted and balances are accurate.*

Requests:

Employees who would like to make a request to receive donated PTO time are required to work with their manager to enter and approve Time Off in Workday. This includes all available PTO up to a negative balance of 40 hours and Floating Holidays. Once the manager has approved all Time Off in Workday, the manager will submit the Application for Donated Paid Time Off for any missed shifts/time that is needed but is in excess of the Time Off scheduled in Workday. Completed forms should be returned to Human Resources by emailing them to AskHR@rti-inc.com.

Approval of Requests

General criteria considered by the Committee in making its decision on an application to receive PTO from the relevant PTO Bank will include, but is not limited to, the following:

- The balance of the relevant PTO Bank
- The applicant's history of receiving PTO from the relevant PTO Bank
- The applicant's job performance and conduct
- The applicant's demonstrated need for PTO
- The needs of other applicants for PTO

Employees who request PTO from a PTO Bank may only do so if they have no PTO available. An employee may only use donated PTO following approval of the request by the Committee. Donated PTO time may only be used for time off related to the approved request. Donated PTO time received in excess of the time off needed by an employee will be returned by the employee to the PTO bank. Any amounts paid to the recipient are considered wages under IRS guidelines, and therefore, taxable income. Amounts paid to the recipient for donated PTO will be paid at the recipient employee's normal rate of compensation pursuant to IRS guidelines. In no event will a recipient employee be permitted to cash out donated leave. While an employee is using donated PTO, Restaurant Technologies will confirm that all leave transferred under the plan is being used for an appropriate leave by the employee.

Restaurant Technologies retains sole authority to distribute, approve and deny any and all requests for PTO from the PTO Banks.





Application to Receive Donated Paid Time Off (PTO)

Date of Request: _____

Employee Name: _____

Manager Name: _____

Dates of Shifts/Hours Missed (ex.: 1/5, 1/6, and 1/7): _____

Hours for each shift/day (ex.: 13hrs each shift/8hrs each day): _____

Summary of total hours requested (ex.: 39hrs): _____

Choice of PTO Bank (circle one):

Medical Bank

Disaster Bank (COVID-19)

Disaster Bank (Ida)

Reason for request for donated PTO: _____

The Committee may discuss this request with an employee’s manager before approving the requested PTO, but will ensure that any personal medical information related to this request will be kept confidential within the Committee.

Any amounts paid to an employee are considered wages under IRS guidelines, and therefore, taxable income.

Restaurant Technologies may confirm the reason for the request for the sole purpose of authorizing donated PTO request according to the Company Policy.

Signature of Manager: _____

Date: _____

Committee Approval Signature: _____

Date: _____

Submit Completed Form to AskHR@rti-inc.com

