Salaried Manager PTO Policy

Effective 1/1/2027

We are updating our salaried manager Paid Time Off (PTO) policy to provide greater flexibility and recognize your continued service to Mueller Family McDonald's.

Effective January 1, 2027, all vacation and PTO will be combined into one bank. You may request individual days or longer periods of time without needing to take an entire vacation week.

The following PTO allowance applies to all salaried managers, regardless of rank/position:

Tenure	PTO Days	PTO Hours
0-3 Years of Service	20 Days	200 Hours
3-5 Years of Service	22 Days	220 Hours
5-10 Years of Service	24 Days	240 Hours
10-15 Years of Service	26 Days	260 Hours
15-20 Years of Service	28 Days	280 Hours
20-25 Years of Service	29 Days	290 Hours
25-30 Years of Service	30 Days	300 Hours
30+ Years of Service	32 Days	320 Hours

Birthday PTO

After one year of service, salaried managers also receive one additional PTO day to use during their birthday month. Birthday PTO does not roll over.

Carrying Over Unused PTO

You may carry over up to five unused PTO days into the following calendar year. These days will be added to your new annual PTO allotment. Any unused days above the five-day limit will not carry over.

Requesting and Scheduling PTO

To help everyone enjoy time away while maintaining appropriate coverage:

- Submit planned PTO requests at least 14 days in advance through the designated PTO request form.
- All planned PTO requires approval. Approval depends on operational needs, staffing, and restaurant or management coverage. Entering a request on the calendar does not guarantee approval.
- If you cannot provide 14 days' notice, communicate directly with your immediate supervisor to discuss the circumstances.
- PTO is generally limited to 10 consecutive scheduled workdays. Requests for longer periods involving significant personal, family, or medical circumstances should be discussed directly with your immediate supervisor.
- Certain dates may be designated as PTO blackout dates. These will be identified on the calendar and communicated in advance. Requests involving extenuating circumstances require advance approval and will be considered individually.

Additional Information

- A break in service of six months or more (ie; an employee resigns and then returns to the company at a later date) resets the employee's tenure to 0.
- PTO has no cash value and is not paid out upon separation from employment.
- When approving emergency PTO or something outside the traditional policy, supervisors must communicate with Human Resources (Taylor Noldy) as soon as practical to ensure PTO is accounted for on payroll.
- PTO usage will be recorded via payroll and can be viewed on your pay stub at any time.
- Taking PTO without following the proper approval process may result in disciplinary action and/or time off being unpaid.
- This replaces the company's previous Years of Service awards. Salaried managers will no longer receive Years of Service award recognition or additional time off.
- Once you complete your tenure, time is awarded the following January. For example, if an employee is entering their 26th year of service in July 2027, their PTO allowance will increase to 30 days effective January 1, 2028.
- If you move between hourly and salaried status during the calendar year, your annual vacation/PTO allowance will be adjusted on a prorated basis to reflect the time spent in each status. Any vacation/PTO already used that year will count toward the adjusted allowance. Human Resources will communicate your updated balance when the change takes effect.

We encourage you to use your PTO to rest, recharge, and spend time on what matters to you. Planning ahead and communicating early will help us support your time away while keeping our teams covered!