

GUIDANCE FOR PLAWA

“PAID LEAVE FOR ALL WORKERS ACT”

IN ACCORDANCE TO CHG POLICY

This guidance is not a change in the original CHG policy established in June 2023.

PLAWA INFORMATION

Team members may use paid leave for any reason.

Paid leave is accrued at 1 hour for every 40 hours worked.

Team members can accrue a maximum of 40 hours at any given time.

Unused paid leave rolls over from one 12 month period to the next.

Requests for use of paid leave can be made via TOAST or the EMPLOYEE PORTAL.

Requests for use of paid leave may be made verbally, but written confirmation is needed for accuracy in recordkeeping and accounting of paid leave hours.

Call-offs and requests for time off should still be made to managers according to policy.

Managers may not require team members to give a reason for their request for paid leave.

It is not illegal for a manager to ask or for a team member to give a reason.

Retaliation against team members who use paid leave is prohibited.

REASONS WHY REQUEST MAY BE DENIED

The request was made for a day and time:

- That exceeds the length of a normally scheduled shift.

- The team member was not scheduled or is not expected to be scheduled.

- The team member worked.

- The business is closed, either by their regular schedule or by holiday schedule.