

Pizzaiolo Café Group LLC

Scheduling and Requesting Time Off Policy and Procedures

All Pizzaiolo Café Group LLC (Pizzaiolo Café Group) employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Pizzaiolo Café Group employees include individuals from each of the following units, Café Pizzaiolo, Market to Market (M2M) and St. Elmo's (St. Elmo's includes the Delray, Old Town, and Fairlington locations).

Scheduling

Employees are hired primarily because there is an ongoing requirement for the completion of a specified set of duties during normal working hours. Schedules are prepared to meet the work demands of each of the Units (Café Pizzaiolo, M2M, St. Elmo's).

- The schedules for each unit are written from Monday to Sunday on a weekly basis. Schedules will be emailed out no later than Sunday evenings prior to the upcoming week. All employee's, including Unit Managers and Managers on Duty (MOD) phone numbers are included on the schedule.
- Employees of the Units may be required to work a variety of days and hours from week to week. Typically it is necessary to have the majority of employees work during the weekend when business is at its peak.
- Employees may be required to work on certain holidays and/or special days such as Memorial Day, Mother's Day, Thanksgiving, etc.
- Employees may be scheduled and work in multiple units based on their availability and skill sets.
- For employees that work in multiple units, they are required to notify all of the applicable Unit Scheduling Managers with their scheduling updates and availability.
- Each employee must provide availability when hired and whenever availability changes. **Updates and/or changes to an employee's availability should be submitted via email, at a minimum, two weeks prior to their effective date.** Notification and reason for changes in availability should be sent in an email to the Unit Scheduling Managers (*Attachment A*).

In addition to the Unit Scheduling manager, schedule availability should also be communicated and discussed verbally with the Unit Manager, as applicable. Any changes in availability may affect the available work hours allotted to an employee.

- Employees must be prepared to start work promptly at the beginning of the shift. Employees should plan to arrive at the Unit 10 to 15 minutes prior to the shift to prepare. The scheduled time is the time that the employee is expected to be on the job and ready to work, not arrive at the Unit. If it is not possible for you to begin work at your scheduled time, text and/or call and speak to the Manager on Duty (MOD).
- Employees who are going to be late for work are expected to text/call the Manager on Duty (MOD) at least 2 hours prior to the shift starting. In the event that the MOD is not available and/or the employee has not received a response, a message should be left with the most senior employee at the unit. Additionally, a second text should be sent to the Unit Manager. At times the Unit Manager and the MOD can be the same. **Repeated or excessive tardiness may result in either disciplinary action or termination.**
- Employees are responsible for reviewing the schedule in its entirety on a weekly basis. There may be times that the scheduling manager has made changes in your schedule and/or location in order to fill in a scheduling gap or adjust to a particular business need. There are no "regular" schedules.

Requesting Time Off (RTO)

We recognize that every employee will need some time away from work to meet personal needs. Planned time off includes any situation that you know might prevent attendance at work or needs to be scheduled, i.e., vacation reservations, doctor's appointments, moving day, etc.

- Employees may request specific time off. All requests for time off must be submitted via email to the Unit Scheduling Managers or store email (*Attachment A*) at a minimum, two weeks prior to their requested time off. The sooner a request is made, the more likely the employee will get the time off requested.
- For employees that work in multiple units, all requests for time off should be sent to ALL of the applicable Unit Scheduling Managers.
- An employee's request for time off does not automatically ensure that the time will be given. In the event that several people request the same day or days off, consideration will be given to the person requesting first. The sooner a request is made, the more likely the employee will get the time off requested. All requests for time off are subject to management approval.
- If an employee needs a day off after the schedule is distributed they are responsible for finding a replacement to work the shift. It is up to the employee to find a suitable replacement. **These schedule changes must be reported to and approved by the Manager on Duty (MOD) and Unit Manager. If you are unable to find someone to work for you, you are still required to come into work.**

Illness and Emergencies

Employees should only take time off without advanced approval when a personal illness or personal emergency occurs. If this happens, employees are to call in as soon as possible, but no later than two hours before being scheduled to work. Illness happens to the best of us and sometimes it comes fast, please be courteous of the other employees working and make every effort to find someone to cover the shift.

- Employees who are sick/injured and unable to come to work must notify the Unit Manager AND the scheduled Manager on Duty (MOD) as soon as possible, but no later than two hours before they are scheduled to work.
- Specifically, employees need to send a text to the Unit manager and the scheduled MOD. Additionally, the employee also needs to send an email to the Unit Scheduling Managers (*Attachment A*).
- Employees who are sick/injured and unable to work should make every attempt to find another employee to cover their shift. Excessive absences may result in either disciplinary action or termination.
- If an employee does not receive a response from either the Unit Manager or the MOD they are required to text/call the Area Operations Manager (*Attachment A*). The employee should still make every effort to find someone to cover their shift.
- An employee may be required to provide a doctor's note to excuse the absence and/or to return to work, at the discretion of management.

Non - Compliance:

The Pizzaiolo Café Group LLC Management team is confident that each employee will use their best judgment when requesting time off and calling in sick.

- Failure to report to work on a scheduled day can result in a written warning, suspension or immediate termination of employment. Management reserves the right to make the final decision.
- Excessive absenteeism (3 or more days within a 3 month period) may result in disciplinary action, including termination.
- Any employee who does not call or report to 3 consecutive shifts will be considered to have voluntarily resigned employment and will be taken off the schedule(s).

The undersigned acknowledges receipt of Pizzaiolo Café Group LLC Scheduling and Requesting Time Off Policy updated 09/01/2022.

I have read the Scheduling and Requesting Time Off Policy and agree to follow the guidelines and policies set forth in the document.

Dated

Signature

Last 4 digits of SSN

Print Name

ATTACHMENT A:

UNIT PHONE NUMBERS (Landline)

Café Pizzaiolo, Fern Street – 703-894-2250 ext. 2
Piece Out DelRay – 703-398-1287
Market to Market (M2M) – 571-312-3010
St Elmo's Delray – 703-739-9268
St. Elmo's Old Town North – 703-635-3230
St. Elmo's Fairlington – No Phone

AREA OPERATIONS MANAGER

Jorge Lemus
703-517-3161
Jorgelemus.pcggroup@gmail.com

UNIT SCHEDULING MANAGERS (updated 9/01/22)

Café Pizzaiolo, Fern Street
Francisco Torres – Café Pizzaiolo, Fern Street
703-717-1900
ftorres.pizzaiolo@gmail.com

Piece Out DelRay
Natasha Sukolsky - Café Pizzaiolo, Shirlington
703-946-2430
Natasha.pizzaiolo@gmail.com

Market 2 Market (M2M)
Nicole Burlimann
703-507-1943
nburlimann.pcggroup@gmail.com

St. Elmo's DelRay
Nicole Burlimann
703-507-1943
nburlimann.pcggroup@gmail.com

St. Elmo's Old Town North (*must send scheduling and RTO requests to both emails*)
Olga Carp
202-876-6043
Olgacarp1993@gmail.com
stelmosoldtownnorth@gmail.com

St. Elmo's Old Town North (*must send requests to all three unit managers*)
Christine Ponzi / Francisco Torres / Alem Ferede
703-283-8042 (Christine Ponzi)
703-717-1900 (Francisco Torres)
571-551-1759 (Alem Ferede)
stelmosfairlington@gmail.com (Christine, Alem)
ftorres.pizzaiolo@gmail.com (Francisco)