



## Time-Off Policy for Full-Time Hourly Seasonal Employees

Fanatics recognizes that employees benefit from time away from work for a variety of reasons, all of which contribute toward a positive work-life balance. Fanatics provides the following time off programs to full-time hourly seasonal employees.

### Unpaid-Approved Time Off

Unpaid Approved Time Off (“U-ATO”) is a program aimed at providing eligible employees with time away from work without pay to manage personal affairs. U-ATO hours are granted based on hours worked. New seasonal full-time hires will immediately receive 20 hours of U-ATO upon hire and will accrue an additional 60 hours of unpaid time off during their employment with Fanatics as follows:

Accrual Type	Hours Worked	Accrued Time Off in Hours
U-ATO	40	5

- U-ATO is just that—unpaid time.
- Employees will continue to accrue U-ATO during weeks in which they take U-ATO or Voluntary Time Off.
- If a facility in which an Employee works is closed for operational reasons, a Company Holiday or otherwise, Employees will continue to accrue U-ATO so long as they worked their regularly scheduled shifts during the balance of the relevant work week.
- U-ATO may be used in hourly increments as soon as hours are accrued.
- Accrued but unused U-ATO can be rolled-over from year-to-year. However, once an Employee’s seasonal assignment ends, and they separate from the Company, any accrued and unused U-ATO will be reduced to zero.
- U-ATO must be approved in advance of taking time off. U-ATO Approval Forms are available from Human Resources or your supervisor. Once the form is approved by a supervisor, it must be submitted to HR for processing. While we will make every effort to accommodate an employee’s request, managers have the discretion to approve or deny a U-ATO request depending on the business and operational needs of the Company.
- While we recognize that you may need to use U-ATO in the event of an emergency such as a flat tire or an unexpected illness, we ask that you schedule U-ATO as far in advance as possible. Additionally, an employee who will be late to or absent from work must call in each day unless they have pre-arranged an extended U-ATO with their Supervisor or Human Resources.
- Overtime: U-ATO **will not be** included in the calculation of OT.
- **Peak Sites:** U-ATO **should not be used** from Thanksgiving through Christmas in the absence of an emergency.

- If an employee uses all their U-ATO, and is absent from work without approval, they may be subject to disciplinary action, up to and including termination.

### **Holiday Pay**

Full-Time Hourly Seasonal Employees are eligible to be paid for six (6) Company-recognized Holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Any employee with an unexcused absence on the last scheduled workday before the holiday or the first scheduled workday after the holiday will be ineligible for Holiday Pay.

Holidays that fall on a weekend may be observed on a normal work day falling in close proximity to the Holiday if you are not regularly scheduled to work on the Holiday. The Company shall identify the day which the Holiday is observed in accordance with Business needs and communicate it to Employees in advance. If your regularly scheduled shift during a holiday week does not include the day on which the Holiday falls, Fanatics will pay out the holiday for that week (shift is Wednesday-Sunday, Holiday is Monday: you will get paid for your shift and you will get holiday hours in an amount consistent with your regularly scheduled work shift). If your regularly scheduled shift during a holiday week does include the day on which the Holiday falls, Fanatics will pay out the holiday for that week along with hours works (see below for more information on holidays worked).

Overtime: Holiday pay **will not be** considered time worked for the purpose of overtime calculations. Holiday pay is computed at the individual employee's base rate of pay, and scheduled work hours. If an hourly employee is scheduled to work on a company holiday, he or she will be paid one and half times the regular rate of pay plus the holiday pay.

Holiday paid hours is based on regularly scheduled shifts. Holidays will be paid to those on short-term disability and certain other approved paid leaves. Holidays are not paid to those on long-term disability leave. Holidays falling within an approved, scheduled time off will be recorded as holiday pay.

#### NOTES:

- Non-Seasonal and Part-Time Employees are managed under separate policies.
- Fanatics has the right to limit the number of employees out at any time to 10% of site population.
- If an employee uses all available U-ATO, and is not on an approved leave (including leaves not mentioned here) and misses a day's work, the employee will be subject to discipline, up to and including separation of employment, unless you need time off for disability and the Company deems it a reasonable accommodation or your leave is approved under the Family and Medical Leave Act, or if the absence is for a Covered Purpose allowed under a Sick and Safe Time local law that applies to you.