

# Paid Time Off

## PTO (Vacation / Sick time)

Mister Car Wash encourages work/life balance and has established this paid time off (PTO) policy to allow our employees time away from work for rest and to meet personal demands outside the workplace. PTO is available to use for reasons such as vacation, sick leave, personal days, store holidays, etc.

PTO is calculated based on the employee’s position and length of service with Mister Car Wash. PTO begins to accrue upon hire and Mister Car Wash will add the PTO hours to the employee’s bank at the end of each pay period. An employee must be employed for at least 90 days before they can begin to use accrued PTO. When the employee has accrued the maximum amount of allowed hours in a year, the accruals will stop until the following year. At the end of each calendar year, an employee may carry over up to 80 hours of PTO to the next year. Any hours greater than 80 at December 31<sup>st</sup> will not be carried over, except as required by applicable law.

PTO hours are not considered earned by the employee until they are used. Any unused hours in an employee’s bank at the time of separation from employment (for any reason) will not be paid to the employee, except as required by applicable law. PTO may not be used in lieu of notice of resignation.

An employee who wants to use PTO hours should request the time off from his/her manager. PTO for reasons other than for sick or safe-time purposes are subject to the manager’s approval. When the need for PTO for sick or safe-time purposes is foreseeable, employees must provide seven (7) days advance-notice. If the need is not foreseeable, employees must provide notice as soon as possible.

Mister Car Wash will track the hours in the employee’s bank throughout the employee’s employment. At the time of use, PTO hours will be paid at the employee’s effective rate for CSAs and CCRs and at the base rate for all other employees. The effective rate is the average hourly rate for the previous three months (base rate + commissions)

Mister Car Wash makes every effort to ensure that PTO time is banked and paid correctly. If an employee discovers an error with his/her PTO balance or any payment of PTO hours, it is the employee’s responsibility to notify Human Resources of the error.

The following table represents the various rates of accrual based on position and length of service:

Tenure	Production, Drivers, Detail, Lube Techs	Supervisors, CSA, CCR	Field GMs & Managers, Maintenance, Regional Support & Corporate Hourly	Corporate Exempt, Regional Manager, Regional Development Manager, Division Manager
< 1 year	1 hour for every 30 hrs worked, cap at 40 hours	1 hour for every 30 hours worked, cap at 40 hours	3.077 hours per pay period	No PTO bank. Use as needed and approved by leader
1 - 1 yr/11 mos	1 hour for every 30 hrs worked, cap at 56 hours	1 hour for every 30 hours worked, cap at 56 hours	4.615 hours per pay period	
2 yrs - 4 yrs/11 mos	1 hour for every 30 hrs worked, cap at 56 hours	1 hour for every 30 hours worked, cap at 96 hours	4.615 hours per pay period	
5 yrs - 9 yrs 11 mos	1 hour for every 20 hours worked, cap at 56 hours	1 hour for every 20 hours worked, cap at 96 hours	6.154 hours per pay period	
10+ years	1 hour for every 20 hours worked, cap at 80 hours	1 hour for every 20 hours worked, cap at 128 hours	6.154 hours per pay period	



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## Use of PTO for Sick or Safe-Time Purposes

An employee may use accrued unused PTO for the following reasons (“sick or safe-time purposes”):

- For an employee’s, or an employee’s family member’s illness or health care;
- If the employee or a family member is a victim of domestic violence, sexual assault or stalking;
- When an employee’s place of business or family member’s school or place of care has been closed due to a public emergency, health-related reason, or another unexpected closure;
- When it has been determined by the health authority or health care provider that the employee or family member’s presence in the community could jeopardize the health of others because of the family member’s exposure to a communicable disease, whether or not the employee or the family member has actually contracted the disease; or
- Other reasons required by a jurisdiction with a mandated paid sick leave law if the employee is scheduled to work in that jurisdiction.

Employees using PTO for the above-mentioned purposes who are away from work for more than three (3) consecutive days may be required to provide reasonable documentation to verify the need. Failure to provide such documentation required under this policy may result in the denial of a request to use PTO

Employees who use all available PTO for reasons other than for sick or safe-time will not have additional PTO provided to them.

If an employee is rehired within nine (9) months of separation, previously accrued but unused PTO will be reinstated.

Mister Car Wash prohibits discrimination and retaliation against employees who request or use PTO for sick or safe-time purposes or for making a complaint about suspected violations of this policy.

This PTO Policy is intended to meet or exceed the requirements of all relevant federal, state, county and local laws and regulations. In the event that any provision of this policy conflicts with applicable laws and regulations, the applicable laws and regulations will govern.

## Corporate Exempt, RM, RDM, and DM Employees

For employees who do not have a PTO bank, this PTO policy does not supersede Mister Car Wash’s leave policies for FMLA leave, military leave, jury duty leave, bereavement leave, voting leave, and other leaves of absence, some of which are mandated by federal, state or local law (“leaves of absence”). The company permits and expects employees who need and are qualified to take leaves of absence to utilize them.

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If an employee who does not have a PTO bank qualifies for and is granted a leave of absence under the company’s policies, and applicable federal or state law provides that an employee may substitute accrued paid leave for unpaid time, the employee may not use PTO under this policy for such leave, as PTO under this policy is not accrued. Please refer to Mister Car Wash’s Leave of Absence policy for more information.

## Holidays

Mister Car Wash observes the following holidays:

Holiday	Stores Closed	Corporate Closed
New Years Day	Yes	Yes
Easter	Yes	Yes
Memorial Day	No	Yes
Independence Day	Yes	Yes
Labor Day	Yes	Yes
Thanksgiving	Yes	Yes
Day after Thanksgiving	No	Yes
Christmas Day	Yes	Yes

The company may schedule work on an observed holiday as it considers necessary. Hourly field employees are not paid for holidays when the stores are closed and the employee does not work. Employees may use available PTO for these occasions or they may take the day unpaid. For corporate office observed holidays, if the holiday falls on a Saturday, it will be observed on Friday; if the holiday falls on a Sunday, it will be observed on Monday (except for Easter).

## Bereavement

Mister Car Wash recognizes that the loss of a family member is a difficult life event, requiring time to grieve and fulfill personal obligations. Mister Car Wash provides bereavement leave to its employees at the time of the employee’s loss. This time off is separate from and in addition to any hours in the employee’s PTO bank, and paid days off under this policy will be paid using the average number of hours the employee worked in the last full pay period, to a maximum of eight hours per day.

In the event of an immediate family member’s death, Mister Car Wash will provide the employee up to three (3) days of paid time off upon the employee’s notification of the loss and demonstration of the family relationship. For purposes of this policy, an “immediate family member” is the employee’s spouse, child, parent, sibling, step-parent, step-child, or step-sibling.

If additional time off is necessary, employees may use time from their PTO bank and/or take unpaid time off with the approval of their manager.

