



The following eight pages contain policies from the 2026 TPI Associate Handbook that have been revised in any way from the 2025 handbook. Please review these policies at your earliest convenience.

Personal Time Off (PTO) Pay

The TPI Hospitality Personal Time Off (PTO) associate benefit allows TPI associates to manage their paid days off based on their life circumstances. The PTO benefit is available to all associates and provides time off for a variety of life experiences, including a vacation, an associate's mental or physical illness, treatment, or preventive care, the mental or physical illness, treatment, or preventive care of an associate's family member, absence due to domestic abuse, sexual assault or stalking of an associate or their family member closure of an associate's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency, or when it is determined by a health authority or health care professional that an associate or their family member is at risk of infecting others with a communicable disease. Paid PTO hours are accrued based on the following schedule.

TPI PERSONAL TIME OFF (PTO) SCHEDULE

Year	Pay Classes 1-6		Pay Class 7		Pay Class 8		Pay Classes 9 & 10	
	Potential PTO*	Accrual Rate	Potential PTO*	Accrual Rate	PTO Days*	Accrual Rate	PTO Days*	Accrual Rate
1	69	0.0332	80	0.0385	15	0.0577	20	0.0769
2	80	0.0385	80	0.0385	15	0.0577	20	0.0769
3	96	0.0462	96	0.0462	15	0.0577	20	0.0769
4	104	0.0500	104	0.0500	15	0.0577	20	0.0769
5	112	0.0538	112	0.0538	15	0.0577	20	0.0769
6	120	0.0577	120	0.0577	15	0.0577	20	0.0769
7	128	0.0615	128	0.0615	16	0.0615	20	0.0769
8	136	0.0654	136	0.0654	17	0.0654	20	0.0769
9	144	0.0692	144	0.0692	18	0.0692	20	0.0769
10	152	0.0731	152	0.0731	19	0.0731	20	0.0769
11	160	0.0769	160	0.0769	20	0.0769	20	0.0769
12	160	0.0769	160	0.0769	20	0.0769	20	0.0769
13	160	0.0769	160	0.0769	20	0.0769	20	0.0769
14	160	0.0769	160	0.0769	20	0.0769	20	0.0769
15	160	0.0769	160	0.0769	20	0.0769	20	0.0769
16	168	0.0808	168	0.0808	21	0.0808	21	0.0808
17	168	0.0808	168	0.0808	21	0.0808	21	0.0808
18	168	0.0808	168	0.0808	21	0.0808	21	0.0808
19	168	0.0808	168	0.0808	21	0.0808	21	0.0808
20	168	0.0808	168	0.0808	21	0.0808	21	0.0808
21	176	0.0846	176	0.0846	22	0.0846	22	0.0846
22	176	0.0846	176	0.0846	22	0.0846	22	0.0846
23	176	0.0846	176	0.0846	22	0.0846	22	0.0846
24	176	0.0846	176	0.0846	22	0.0846	22	0.0846
25	176	0.0846	176	0.0846	22	0.0846	22	0.0846
25+	184	0.0885	184	0.0885	23	0.0885	23	0.0885

¹Maximum number of hours available for carry over from one year to another is 80

²Any associate who leaves employment with TPI either voluntarily or involuntarily prior to completing six months of service forfeits all remaining accrued PTO hours

³Any associate who leaves employment with TPI without providing and working out a two-week notice will forfeit all remaining accrued PTO hours

HOURLY ASSOCIATES and NON-EXEMPT HOURLY MANAGERS have the option to receive pay for their hours worked while also “cashing out” any outstanding PTO pay. Salaried managers must take time off to receive PTO pay per the above schedule. PTO pay is determined by using an accrual rate as outlined in the TPI Personal Time Off schedule on the previous page and the associate’s current regular hourly wage or salary. All tips are excluded when calculating PTO. Available PTO hours will appear on your biweekly paycheck. A maximum of 80 hours may be carried over from one year to another, but total accrued PTO hours may not exceed 184 hours. If an associate’s total accrued PTO hours reach 184, no additional PTO may be accrued until the balance falls below 184. On the associate’s anniversary date, any remaining PTO exceeding 80 hours will be forfeited.

Any associate who either voluntarily or involuntarily ends employment before their six-month anniversary with TPI, forfeits all remaining accrued PTO.

After your six-month anniversary, if you should leave TPI plus give and work a two-(2) week notice, you will receive any accrued PTO time earned as listed on your paycheck stub but not taken. Any associate that leaves TPI without providing and working out a full two-(2) week notice will forfeit any remaining accrued PTO pay.

In cases of conflict in scheduling vacation dates, and because your property's management may experience peak seasonal business demand, your supervisor reserves the right to approve vacation dates. PTO can be requested using the UKG associate app but must be approved by a supervisor before it can be taken or paid. All PTO requests must be made at least seven days in advance and at a minimum of 15-minute increments.

Earned Sick and Safe Time (ESST)

Note that the TPI PTO benefit meets or exceeds the requirements outlined in the Minnesota Earned Sick and Safe Time (ESST) statute and complies with the requirement to provide necessary personal time for our associates to attend to important personal and family matters. Because the TPI PTO benefit meets or exceeds the expectations of the ESST statute, the term ESST is not utilized within the TPI PTO policy. To abide by the Minnesota ESST statute, the following verbiage is being included in the TPI Hospitality Associate Handbook to outline the expectations of Minnesota's ESST statute.

Employees in Minnesota are entitled to Earned Sick and Safe Time (ESST), a form of paid leave. Employees must accrue at least one hour of ESST for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's ESST accrual is from anniversary date to anniversary date. At the end of each pay period, employers must provide employees with the number of ESST hours used by the employee during the pay period and available for future use. ESST must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use ESST. They may use ESST for all or part of a shift, depending on their need. ESST can be used for:

- An employee's mental or physical illness, treatment or preventive care.
- The mental or physical illness, treatment or preventive care of an employee's family member.
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member.
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional, an employee or their family member is at risk of infecting others with a communicable disease.
- To make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of ESST if they use it for more than two consecutive scheduled workdays. If an employee plans to use ESST for an appointment, preventive care, or another permissible reason they know of in advance, inform the direct supervisor by phone as far in advance as possible, but at least seven days in advance. In situations where an employee cannot provide advance notice, the employee should contact the direct supervisor by phone as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting ESST or otherwise exercising their ESST rights under the law. If an employee believes they have been retaliated against or improperly denied ESST, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for ESST violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's ESST webpage at sickleave.mn.gov.

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family. You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter what size your employer is, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- *Job protections:* Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- *Health insurance continuation:* Generally, employers must continue to fund the employer's portion of the associate's healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- *No retaliation or interference:* Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$184,500). Your employer may deduct up to 0.44% of your wages to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%). Employers are responsible for sending premiums to Paid Leave on behalf of all employees. Your premium contributions are:

Medical Leave	Total Medical Leave Premium: 0.61%			
	TPI Hospitality	will contribute	0.305	of the Medical Leave contribution
		and the remaining	0.305	will be deducted from your wages

Family Leave	Total Family Leave Premium: 0.27%			
	(Employer Name)	will contribute	0.135	of the Family Leave contribution
		and the remaining	0.135	will be deducted from your wages

Total deducted from your wages	.44%
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How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at **paidleave.mn.gov**. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

This information is available in alternative formats for people with disabilities by using the contact information listed above.

Health Insurance Eligibility Policy

An associate becomes eligible to enroll in the TPI Hospitality group health insurance plan when the associate is expected to, or has, maintained a consistent work schedule averaging a minimum of thirty (30) hours worked per week. This calculation includes all hours worked, as well as approved paid time off (such as vacation, sick leave, or holidays).

Standard measurement periods for ongoing associates

For existing associates, eligibility is reviewed bi-annually on July 1st and one week before the beginning of TPI's annual open enrollment period which takes place in late November or early December. Associates who meet the 30-hour average threshold over the previous six months during these standard measurement periods are eligible for coverage until the next standard measurement period. If the associate fails to average 30 hours per week and is reclassified to a part-time status, health insurance eligibility will end on the first of the month after being reclassified.

Procedure for new or recently promoted associates

New or recently promoted associates who are classified as full time will become eligible for the health insurance benefit on the first of the month after 30 days in their new role.

Open Enrollment Procedures

All associates who are eligible for the TPI health insurance benefit will be notified prior to the annual open enrollment period (typically beginning in late November or early December each year).

- Associates must complete all required information during the defined open enrollment period to enroll in the plan. Failure to provide the requested information within this window may result in the associate needing to wait until the next TPI open enrollment period to secure coverage, unless there is a qualifying life event (i.e., marriage, birth of a child, or loss of existing coverage).

Break and Meal Periods

Associate rest breaks

Associates will be provided with one paid 15-minute break within every four consecutive hours of work. If an associate needs more than 15 minutes to use the nearest convenient restroom, the rest break will be extended accordingly. Associates are entitled to this rest break and can use it even if they do not need the restroom. All rest breaks are paid time but must be approved by the associate's supervisor. Associates under the age of 16 may work no more than four (4) hours without an uninterrupted 30-minute break. These preceding rules for breaks exclude salaried associates.

Associate meal breaks

Associates will be provided with one unpaid 30-minute meal break for all shifts exceeding six consecutive hours. During the meal break, associates must be completely relieved of all work duties. Meal breaks are unpaid, provided the associate is completely relieved of all duties. Associates may not waive their right to a meal break.

Associate responsibilities

Associates are responsible for taking their required breaks but only with supervisor approval. If an associate is unable to take a break, they must notify their supervisor immediately. Associates should use the break time to step away from their workstation to rest.

Supervisor responsibilities

Supervisors must ensure that associates can take their meal and rest breaks and are not discouraged from doing so. Supervisors must monitor work areas to ensure associates are relieved of duty during meal breaks. Supervisors will document any issues reported by associates or observed regarding break compliance and report them to the TPI Chief Human Resources Officer.