



## Summer Fridays for Non-Union Associates

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<b>TITLE:</b>	Summer Fridays for Non-Union Associates
<b>ISSUE DATE:</b>	May 16, 2023
<b>EFFECTIVE DATE:</b>	May 26, 2023
<b>SUPERSEDES:</b>	All previous policies for Summer Fridays for Non-Union Associates
<b>BUSINESS AREA:</b>	Human Relations
<b>COVERED:</b>	Full-time/Part-Time; Non-union; Salaried/Hourly; U.S.

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### I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBUSA” or the “Company”) recognizes the importance of a positive work-life balance for its associates by offering Summer Fridays. This policy covers associates not covered by a Collective Bargaining Agreement.

### II. DEFINITIONS

“Summer Fridays” – every Friday beginning the Friday before Memorial Day to and including the Friday before Labor Day.

“Summer Friday Hours” – 8:00 a.m. to 2:00 p.m.

### III. POLICY

On Summer Fridays, the Company will observe Summer Friday Hours of 8:00 a.m. to 2:00 p.m. This means that an associate may end their workday as early as 2:00 p.m. on Summer Fridays, provided they do not impede the Company’s operations.

### IV. GENERAL

It is important that we maintain full service to associates and customers during Summer Fridays. To ensure that such service is maintained, each department must ensure proper coverage. Associates remain responsible for completing their work during Summer Friday Hours.

Summer Fridays may be suspended or cancelled by the Company at any time.

All questions regarding the interpretation and administration of this policy should be directed to your local Human Relations representative.

BBU maintains an at-will employment relationship with its associates. This means that the Company or the associate may terminate the employment relationship with or without cause at any time. This policy is not an employment contract and BBU reserves the right to change or discontinue it. When a provision of this policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will control. This policy will also be administered consistent with all applicable laws.



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### Summer Friday FAQs

<b>Do I have to make up the time to log off early on Summer Fridays?</b>	No. Summer Fridays begin each Friday at 2 p.m. starting Memorial Day weekend and end Labor Day weekend. When possible, associates are free to end their day at 2 p.m. during Summer Fridays.
<b>If I take PTO on a Friday, do I only have to log 5 hours of PTO?</b>	No. You must work on Friday to take advantage of the Summer Fridays Policy. If you take PTO on a Friday when the Summer Hours policy is in effect, your PTO hours will be logged as a full day.
<b>Can I use my lunch time to further shorten my workday?</b>	No. Associates should continue to take a lunch break on Summer Fridays and are expected to work until at least 2 p.m.
<b>Can I take advantage of Summer Fridays on another day of the week?</b>	Summer Fridays are not available during the rest of the week. If you need time off on another day of the week, you may use your PTO.
<b>If I work 40 hours prior to 2 p.m. on Friday, will Summer Friday hours be paid as overtime?</b>	No. Overtime is calculated on hours worked. Summer Friday hours are not included in overtime calculation.
<b>What if my job requires coverage for the full day?</b>	Summer Fridays may not impede the company's operations. Ultimately, department leaders are responsible for making the determination of the level of staff required and what, if any, alternatives are appropriate.