

Volunteer Time Off Policy FAQ

What is a VTO Day?	Through BBU's Volunteer Time Off (VTO) Program, associates can take up to 8 hours (1 day) per calendar year during their normal work hours to volunteer with an eligible non-profit organization. This is called a VTO Day.
Who is eligible to participate in the VTO Program?	<p>All associates, full and part-time not covered by a Collective Bargaining Agreement, are eligible to participate in the VTO Program and can use up to 8 hours (1 day) per calendar year to volunteer with an approved non-profit organization.</p> <p>Associates are eligible to participate 30 days after their hire date.</p> <p>Associates must be in good standing and have received approval from their direct supervisor at least two weeks before the requested time off.</p>
Are BBU or Bimbo North American associates based in Canada, eligible to participate in the BBU VTO program?	No, this policy applies to U.S.-based associates only. Associates based in Canada should review Bimbo Canada's Associate Volunteering Policy for details on employer sponsored volunteering.
How many VTO Days can an associate take each year?	Associates are eligible to request up to 8 hours (1 day) per calendar year of VTO annually.
How is VTO accrued?	<p>VTO is replenished at the beginning of each calendar year and cannot be carried over year to year.</p> <p>Unused VTO will not be paid out at the end of the year.</p>
How many hours of VTO are part-time associates eligible to request each year?	VTO is prorated in the same ratio as an associate's PTO. Part-time associates' annual VTO hours allotment will be based on regular work hours per day.
Can you split your VTO day between several days?	No. VTO time must be used in one continuous time period and cannot be split among multiple days.
Does taking a VTO day impact an associate's PTO?	No. Usage of VTO time does not reduce an associate's available PTO or impact their PTO accrual.
How is VTO tracked for hourly associates?	Hourly associates must track VTO in KRONOS when used.
What code should be used to track a VTO day in Kronos?	VTO days should be tracked in KRONOS using the code "Volunteer Day."
Should associates use VTO to participate in the Good Neighbor program?	The Good Neighbor program is available at BBU bakeries and some large Sales Centers. Associates participating in an approved Good Neighbor activity do not have to request a VTO day.

How does an associate request a VTO day?	<p>Associates must complete a VTO Request Form and submit to their manager at least two weeks before the requested time off.</p> <p>Once completed, the form will be sent to the associate's manager for approval. The associate's manager will receive a Teams notification and an email alerting them to approve or deny the request.</p> <p>The associate will be notified via email and Teams when the request was approved or denied.</p>
Are VTO Days automatically approved?	<p>No. Managers may deny a request for VTO.</p> <p>Managers should consult with their HRBP if they have any questions or concerns before approving or denying the request.</p>
Why are we implementing a VTO program?	<p>Strengthening the communities where we live and work is one area that consistently energizes our associates while being mutually beneficial to individuals and our business. BBU has formed strong relationships with various nonprofit organizations and VTO will amplify our impact by empowering our associates to make a difference and increase our visibility in the community.</p>
What organizations are eligible?	<p>Organizations must meet the qualifications of a tax-exempt organization under section 501c3 of the IRS.</p>
What volunteer activities are eligible under BBU's VTO program?	<p>The activity must be a direct service, such as mentoring, serving meals or cleaning up a park.</p> <p>Activities that are not value-added and ineligible for VTO include:</p> <ul style="list-style-type: none"> • Traveling to and from volunteer project • Contributing funds or goods • Participating in a walk-a-thon or run • Attending a religious, political or personal interest event
Do associates need to track their volunteer activities with the Company?	<p>Following completion of a VTO day volunteer activity, an associate is required to complete the BBU Volunteer Tracker.</p>