

Billy Geltmaker

To: Blankenbaker 14 Theatre; Northgate 14 Theatre; Brandywine 14 Theatre; Kevin Gaither (KevinG@XscapeTheatres.com); Jason
Cc: sbagwell (scottb@patokacapital.com); Monica Kidwell
Subject: SOP: Paystub and Paycheck Retention

SOP: Paystub and Paycheck Retention

It will be the policy of Xscape Theatres to retain all employee paystubs and/or paychecks for a period of two weeks after the pay date at the theatre. After two weeks, it should be documented that the paystub and /or check was mailed to the address on file for the employee. The return address should be Xscape Theatre's corporate office address (820 Northgate Blvd, Suite 203, New Albany, IN 47150). If any checks are returned as undeliverable, they will be sent to corporate and tracked accordingly.

Please print out this SOP and place it in your SOP Binder at the end of section 3 – Training Sheets

Thanks,

William Geltmaker

District Manager

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