

*August 5, 2020*

## **Austal adjusting to school openings**

As the coronavirus pandemic continues to plague each of our communities, local school systems have elected various return to school options that may require our employees to make a difficult decision depending on what return to school option may be available for their school age child(ren). We know this could pose a significant challenge for many of our employees.

To help those employees who have school age children, Austal is offering the following options:

- 1) Request a transfer to an approved 2<sup>nd</sup> shift,
- 2) Request an unpaid leave of absence,
- 3) Request permission to work from home if job duties meet designated criteria, or
- 4) As always, PTO and vacation are available to use during this time.

If an employee has a question, they should see their HR representative. We know these options may not meet everyone's needs, but by working together we will try to find fair and workable solutions to overcome each unique challenge.

If an employee needs to consider one of the non-work options they should use Workday to submit their request for vacation or PTO or meet with their HR representative to apply for an unpaid leave. We will consider applications for unpaid leaves for the accommodation of school age children for the next three months with a planned expiration on November 1, 2020. Note that insurance premiums must be paid by the employee during an unpaid leave.