



INNOVATIVE ON LAND.
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February 7, 2025

We heard feedback from many of you regarding the 2025 holiday shutdown schedule to be observed in Mobile and Washington D.C., namely concerns about having to return to work between Christmas and New Year's Day. This year we experienced that more than half of our workforce took paid time-off during the week after Christmas.

In recognition of our workforce's desire for a more "continuous" shutdown period, we are excited to share that we are adjusting the schedule for Mobile and Washington D.C. for 2025 to begin shutdown on Thursday, December 25, with everyone returning to work on Monday, January 5. The revised schedule is as follows:

2025 Holiday Shutdown Schedule

Monday December 22 <i>Workday</i>	Tuesday December 23 <i>Workday</i>	Wednesday December 24 <i>Workday</i>	Thursday December 25 <i>Holiday</i>	Friday December 26 <i>Weekend</i>	Saturday December 27 <i>Weekend</i>	Sunday December 28 <i>Weekend</i>
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Monday December 29 <i>PTO</i>	Tuesday December 30 <i>PTO</i>	Wednesday December 31 <i>PTO</i>	Thursday January 1 <i>2026 Holiday</i>	Friday January 2 <i>PTO (5/8s employees)</i>	Saturday January 3 <i>Weekend</i>	Sunday January 4 <i>Weekend</i>
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Monday January 5 <i>Return to Work</i>

Importantly, please note that all Mobile and Washington D.C. employees on a 5/8 schedule will be assigned to a 4/10 schedule for the week of December 22. We ask that you please take note of this schedule change and plan your time accordingly for that week. Time-off during this week for all employees will require 10 hours/day of paid time-off.

Please note that employees on a 5/8 schedule, for the week of December 29, should save 4 days of paid time-off, and employees on a 4/10 schedule should save 3 days of paid time-off, if they wish to be paid during the shutdown.



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We will soon be issuing the 2025 Holiday Schedule which will confirm the shutdown dates referenced above. We are certainly hopeful that this schedule change will more positively impact our workforce by allowing a lengthier, continuous period of time-off for rest and relaxation with your families and friends.

A handwritten signature in black ink that reads "Michelle Kruger".

Michelle Kruger
President

A handwritten signature in black ink that reads "Kristin Parsons".

Kristin Parsons
Vice President Human Resources



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