



INNOVATIVE ON LAND.  
EXCEPTIONAL AT SEA.

February 4, 2025

Happy New Year!

We hope that 2025 is off to a great start for each of you, both personally and professionally. We are excited about the year ahead and are looking forward to working with each of you to accomplish great things!

Just before the holiday shutdown, we shared with you that we are working on two specific initiatives as to our time-off policies: the Floating Holiday and additional time-off. We are continuing to work on the additional time-off initiative and will be sharing more details soon. In the meantime, we want to share the details on the Floating Holiday plan that we will have in place for 2025.

### Floating Holiday

We have received valuable input as to our workforce's desire for more flexibility with the Floating Holiday. We are happy to share that, in 2025, the Floating Holiday will no longer be "designated" by the company as Good Friday but instead, each employee can simply choose what day they want to take the Floating Holiday. The Floating Holiday can be used for any regular workday that you choose, whether a nationally-recognized holiday (e.g., Good Friday) or a "regular" work day (e.g., a non-holiday Tuesday). Below are some additional details about how the Floating Holiday option will work:

- Beginning February 28, you will see a "Floating Holiday" option in the Workday dropdown menu of time-off options. This will submit your request to take the Floating Holiday to your supervisor/manager. Your request to take the Floating Holiday must be made at least one week in advance of the date you have chosen to take the Floating Holiday.
- The Floating Holiday will be an 8-hour paid time-off option for all employees, regardless of the employee's shift (whether a 5/8 or 4/10).
- Any employee who is on a 4/10 shift will not have to "cover" the time-off in excess of 8 hours with paid time-off, though hourly and salaried non-exempt employees can choose to do so if they wish to get paid for those additional hours by using either 2 hours of Personal Time or 2 hours of Vacation Time.
- The Floating Holiday can only be used in a full-day increment of 8 hours.
- Because of the flexibility afforded in taking the Floating Holiday, an hourly or nonexempt employee who is required to work on their selected Floating Holiday will be paid straight time; no holiday premium will be paid for that day. However, the employee can then cancel their request for the Floating Holiday in Workday, work their full shift, and choose to take the Floating Holiday on another day. Any exempt employee who is required to work on their selected Floating Holiday



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should follow the same process for cancelling and rescheduling the selected Floating Holiday.

- The Floating Holiday must be used by no later than December 31, 2025 and will not “roll-over” to 2026.
- As with the other Holidays, Buy-out employees are not eligible for the Floating Holiday.

If you have any questions, please see a Human Resources representative. If this initiative is well-received this year and if it is not impacted by the planned shutdown schedule for 2026, we will look to continue this approach in 2026.

Thank YOU for all that you do each and every day as part of the Austal USA team!

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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