

November 20, 2025

**Austal USA will be closed on Thursday, November 27 and Friday, November 28 in observance of the Thanksgiving holiday.**

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- All Austal USA employees working a 5/8 or 4/9 + 4 schedule are off on Thursday, November 27 and Friday, November 28 and will receive holiday pay based on scheduled hours.
- All Austal USA employees working a 4/10 schedule are off on Thursday, November 27 and will receive 10 hours of holiday pay. For Friday, November 28, those employees will receive 8 hours of holiday pay since it is not a scheduled work day.
- All Night Shift Austal USA employees working a 4/10 schedule will work Mon-Wed (Nov 24-Nov 26) 11, 11 and 8 hours and will receive 10 hours of holiday pay for Thursday. For Friday, November 28, those employees will receive 8 hours of holiday pay since it is not a scheduled work day.

\*\*\* Please note: If you are required to work on Thursday, November 27 or Friday, November 28, you will be paid at 1.5 times your normal rate of pay.\*\*\*

All Austal USA employees must work their **full scheduled shift** before and after the holidays to earn holiday pay. Employees wishing to be off before or after the Thanksgiving holidays are required to use paid time-off or the Floating Holiday to receive holiday pay. For purposes of receiving holiday pay, use of the 8-hour Floating Holiday the day before or after the holidays equates to working a full-shift, even if you are on a 9-hour, 10-hour, or 12-hour shift. Employees do not have to submit paid time-off to “cover” the balance of the Floating Holiday hours. However, hourly and non-exempt employees who wish to be paid for the balance of the Floating Holiday hours may choose, at their option, to submit paid time-off.

All Paid Time Off requests must be entered into Workday and **approved by Tuesday, November 25**. This is for days requested off from Wednesday, November 26 – Monday, December 1. Failure to submit and approve time off may result in an employee missing their holiday pay, as well as not receiving pay for their vacation/personal days.

Sincerely,  
Human Resources