



INTEROFFICE MEMORANDUM

To: Austal USA Employees
Subject: Holiday Timekeeping / Shutdown - Locations
Date: December 23, 2025



Shutdown Information

Austal USA's Mobile and DC locations, as well as employees in the **1082 Austal Advanced Solutions** department in all locations, will shut down beginning **Thursday, December 25, 2025, through Sunday, January 4, 2026**, in observance of the holidays. Special approval from the Executive Leadership team is required for those working during the holiday shutdown at the Mobile and DC campuses.

- The **SDCA, SING, Danville, and Charlottesville locations** (except as noted above) will remain open through the shutdown.
- Due to the holiday shutdown, all employees normally working 5/8 or 4/9 schedules will be temporarily moved to a 4/10 schedule during the week of **12/22/2025**. Regular scheduling/holidays will resume the following week, **12/29/2025**.

Holiday Pay (per the Austal USA Holiday Pay Policy)*

- For the **12/25/2025** and **01/01/2026** holidays, employees will receive holiday pay equal to their scheduled shift length. Those not scheduled to work on these dates will receive 8 hours of holiday pay.
- Non-exempt and hourly paid employees who are required to work on 12/25/2025 and 01/01/2026 will be paid 1.5 times their normal rate of pay

Payroll and Time Submittal

Due to the shutdown, all time-off requests must be submitted and approved no later than **Wednesday, 12/24/2025**.

Please remember that your supervisor must approve your request. If you are aware that your supervisor is taking time off, please submit your request early enough to receive approval to avoid any delays in payroll. The earliest a late request can be processed will be the payroll period paid on **01/16/2026**. For future time-off requests, Workday will calculate your available vacation/personal time as of the date of the requested time off.

Failure to submit your requests on time in Workday may result in an employee not receiving payment for their holiday pay and/or requested time off.

Reminder to those with direct reports (Supervisors, Foremen, Managers, etc.):

All time for your direct reports must be allocated and approved in Workday—including corrections and missing punches—before you exit on **Wednesday, 12/24/2025**, for all shifts. This is critical to ensure your employees do not experience a delay in or loss of pay. If you are going to be out, please make sure to delegate up your chain of command (and delegate all business processes) so that your next-level management can correct any time issues. If assistance is needed, please contact Human Resources.

***Austal USA Holiday Pay Policy:** All full-time Austal USA employees must work their full scheduled shift before and after the holiday to earn holiday pay. For those workers following the shutdown schedule, this will be **Wednesday, 12/24/2025, and Monday, 01/05/2026**. For those not following the shutdown, this will be the shift scheduled before and after the individual company holiday.

The only exception to this requirement is for any employee wishing to be off before or after the holidays, in which case personal time, vacation, or the available floating holiday must be used to earn holiday pay. In extreme circumstances, you must see Human Resources for late PTO requests.