



INNOVATIVE ON LAND.
EXCEPTIONAL AT SEA.

March 27, 2025

Hello, Austal USA team!

We are excited to provide some key updates on two new initiatives. Please read on!

As mentioned in prior communications, we are rolling-out additional paid time-off benefits. Specifically, on March 31, 2025 we will launch a revised West Coast Personal Time Off (“WCPTO”) policy that will award additional time-off based on your anniversary date as follows:

At Anniversary	New Hourly Employee Accrual Rate (PTO accrues for each paid hour pursuant to this schedule)	New Nonexempt Employee Accrual Rate (PTO accrues for each paid hour pursuant to this schedule)	New Exempt Employee Accrual Rate (PTO accrues for each workweek pursuant to this schedule)
6 (year 7)	.0731 per hour worked	.0769 per hour worked	3.076 hours/week
7 (year 8)	.0769 per hour worked	.0808 per hour worked	3.2307 hours/week
8 (year 9)	.0808 per hour worked	.0846 per hour worked	3.3846 hours/week
9 (year 10)	.0846 per hour worked	.0885 per hour worked	3.5384 hours/week
10-12 (years 11, 12, 13 of employment)	.0885 per hour worked	.0923 per hour worked	3.6923 hours/week
13-16 (years 14, 15, 16, 17 of employment)	.0962 per hour worked	.1000 per hour worked	4.00 hours/week
17- 19 (years 18, 19, and 20 employment)	.1038 per hour worked	.1077 per hour worked	4.3076 hours/week
20+ (years 21 of employment and up)	.1077 per hour worked	.1115 per hour worked	4.4615 hours/week

Your WCPTO accrual will automatically be updated in Workday. If you are in your 7th year of employment or after, you will start accruing at the appropriate rate designated above beginning March 31 until your next anniversary date; on your next anniversary, your accrual rate will be aligned with the designation above, and so on each year thereafter.

All standard (current) policies regarding WCPTO usage remain in place (e.g., how to request WCPTO, use of WCPTO time in 1-hour increments, etc.). If you have any questions about the new policy, please speak with a Human Resources representative.



AUSTAL USA
100 Austal Way
Mobile, AL 36602
251-434-8000

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We are thrilled to be able to provide this additional benefit to our workforce, and we hope that you will use this additional time-off to your liking.

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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