

# Coronavirus (COVID-19) Communications

## Pay and Benefits Guidance



Newport News Shipbuilding  
A Division of Huntington Ingalls Industries

April 1, 2020



Because we care about the well-being of our employees, both from a health and financial perspective, we all need to do our part to minimize the spread of Coronavirus (COVID-19). This includes staying home if you feel sick. Based on guidance from The Centers for Disease Control and Prevention (CDC), employees are expected to stay home when they have symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater OR cough OR shortness of breath) and stay home until they are fever-free for at least 24 hours without the use of fever-reducing or other symptom-altering medicines such as cough suppressants.

If you have been exposed to someone diagnosed with COVID-19 and have been ordered by a local Health Department or licensed medical professional to quarantine for 14 days, you should provide the company with documentation of this fact. Documentation should be submitted to your supervisor who will forward to their Human Resources Business Partner or Labor Relations Representative. **Upon receipt of the documentation, the company will make arrangements for you to work from home if possible. If working from home is not possible, the company will pay you for the period of quarantine.** To return to work, employees are to call the Clinic at 1-844-243-8749 to receive clearance and have their badge re-activated.

To assist our employees, Huntington Ingalls Industries will bridge the possible gap between the time an employee feels ill and qualifies (or doesn't qualify) for short-term disability (COVID-19 Leave) without using PTO or dock time. The following policy will be effective for the next 30 days (through April 15, 2020) and be reevaluated at that time. Policy guidance is as follows:

- Employees who feel ill should not report to work. If an employee reports to work ill, their management will direct them to go home. They should call their personal primary care physician and follow their instructions.
- To be paid for up to five days (40 hours) of COVID-19 Leave, the employee must certify that he or she missed work due to illness.
  - Employees must sign the form on page 3 in order to be paid, attesting that to their illness. Medical documentation should be included with the form if possible.
  - Employees should call in and report their absence per normal procedure.
  - Employees are not required to provide details of their illness to the company per normal privacy procedures. For salaried short-term disability (STD) or Hourly Sickness and Accident (S&A) payments, all required medical documentation will need to be provided as per the terms of each plan.
  - Recovery of STD and S&A payments for days already compensated by COVID-19 Leave is impermissible. If double recovery occurs, STD and/or S&A benefits must be repaid.
- A new charge code will be established to collect these costs. Supervisors must use this special charge in order to pay employees. Charging to this special code inappropriately will be addressed by Human Resources, if discovered.

This new pay policy is in response to extraordinary circumstances, and we are trusting our employees to use the charge appropriately and not attempt to defraud the system. We recognize that employees and their families and the company itself are all vulnerable at this time. We need to take care of each other, and the COVID-19 Leave is one way we can do that. Employees with other issues affecting their ability to come to work should, as always, contact their supervisor and their Human Resources or Labor Resources Representative.

## Extended Benefit Options for employees who expect to be out greater than five days (40 hours)

- **Hourly Sickness and Accident Benefits**  
In order to provide temporary relief for our employees, effective March 16, 2020, for the next 30 days, the seven-day (7) waiting period for receiving S&A benefits is being waived for all eligible illnesses and injuries as long as the employee submits appropriate medical documents to the Leave Administration Office. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan. In addition to waiving the (7) seven-day waiting period, the Company will agree to pay the difference between S&A payments and an employee's regular straight time pay for the first two (2) weeks of the S&A disability period. For example, if the S&A Plan provides \$365 a week while on S&A, the Company will make up any difference in loss between full pay and \$365. After the two (2) week period, employees will revert back to the negotiated S&A Plan rates of pay.
- **Salaried Short Term Disability**  
In order to provide temporary relief for our employees, effective March 16, 2020, for the next 30 days, the seven-day (7) elimination period for receiving Short Term Disability benefits is being waived for all eligible illnesses and injuries as long as the employee submits appropriate medical documents to Leave of Absence Administration/Prudential. This waiver applies not only to employees who contract Coronavirus (COVID-19), but to all illnesses and injuries normally covered by the plan. In addition, if necessary, employees may request a paid time off (PTO) donation in accordance with Huntington Ingalls Industries' PTO policy H207.
- **Hourly Annual Leave Benefits**  
If the employee or a family member becomes ill during the next 8-week period (March 16 – May 4), employees who have a zero balance of annual leave may borrow up to 40 hours of annual leave to be used during an illness or quarantine period in 8-hour increments. Any borrowed annual leave will be deducted from the employees next annual leave balance entitlement. NNS will continue to monitor the coronavirus impact and the need for extending this one time provision. In order to obtain borrowed annual leave, Labor Relations must be contacted to make the payroll adjustment.

As an alternative, employees who are sick or self-quarantine may also be allowed to work from home, if at all possible, with management approval.

Employees assigned to offsite locations must follow any health protocols established by the offsite location, and stay in regular contact with your Human Resources/Labor Relations business partner.

### UPDATED GUIDANCE:

#### Dock Time Options for Salaried Employees

Many employees have asked why salaried employees can't take dock time. Typically, employees have sufficient leave options available to them that dock time (unpaid leave) is not a necessary option. However, since the COVID-19 pandemic crisis began, NNS has been working to provide more flexible options to employees. Accordingly, we are now allowing salaried employees to take dock time (unpaid leave) during the COVID-19 pandemic as follows:

- 1) **Family Care Leave:** The requirement to exhaust all accrued PTO prior to taking unpaid Family Care Leave will be waived. Employees approved for Family Care Leave may elect to take unpaid leave in lieu of using their current PTO balance. Employees wishing to be unpaid would utilize lost time code "0455-Family Medical Leave" when entering their time.
- 2) **FMLA Leave** (which does not meet the requirement for short-term disability, i.e. intermittent hours or days for an employee's own serious medical condition, such as chronic illnesses): The requirement to exhaust all accrued PTO prior to taking unpaid FMLA Leave will be waived. Employees approved for these intermittent FMLA Leaves may elect to take unpaid leave in lieu of using their current PTO balance. Employees wishing to be unpaid for these intermittent days would use utilize lost time code "0455 – Family Medical Leave" when entering their time.

Note: As a reminder, for medical leaves being paid by short-term disability, employees will continue to follow Leave of Absence instructions to utilize lost time code "0473 – Sick/Unpaid."

- 3) **Temporary Absence:** An employee may request to take unpaid Temporary Absence for up to 60 days in lieu of the current 14 day maximum. Any such request shall be permissible in workweek length increments. Employees will not be required to exhaust all accrued PTO prior to taking this time as unpaid leave. Employees wishing to be unpaid would utilize the lost time code "0460 – Dock" when entering their time.
- 4) **Liberal Leave:** An employee may take unpaid leave during liberal leave for one or more full days for personal reasons, other than sickness or disability, providing that no other leave time applies to the period such as short term disability. Employees will no longer be forced exhaust their PTO) balance or take up to a negative 40 PTO hours. Employees wishing to take unpaid leave, should utilize the lost time code "0460 – Dock" when entering their time.

These flexible unpaid options will be allowed effective March 30, 2020, and will last while we work through the COVID-19 pandemic crisis. This effective date applies to currently approved Family Care and Medical Leaves (which are not eligible for short-term disability). Once we return to normal operations, we will re-evaluate these options for employees. However, NNS reserves the right to change, amend or discontinue these options based on business need at any point.

# Newport News Shipbuilding COVID-19 LEAVE CERTIFICATION FORM

In light of the CDC's strict guidance regarding illness in the workplace during the COVID-19 situation, NNS in an effort to minimize financial impact to employees, will bridge the possible gap between the time an employee feels ill and qualifies (or doesn't qualify) for short-term disability (STD) or sickness & accident (S&A) benefits.

I, \_\_\_\_\_, PER NO. \_\_\_\_\_, was ill and, per CDC guidance, could not come to work on the following date(s): \_\_\_\_\_.

Accordingly, I am requesting \_\_\_ day(s) of Covid-19 Leave for such date(s) which will entitle me to be paid at my regular rate of pay for such days without use of PTO.

I further understand and agree that since HII has temporarily waived the waiting periods for STD and S&A benefits, if I have applied for STD or S&A, and am approved to receive such benefits, I cannot recover STD or S&A benefits for any day(s) on which I have already been paid pursuant to Covid-19 Leave. In the event I do receive a double payment, I hereby agree to repay such STD or S&A benefits to NNS as directed by NNS.

**I attest that the foregoing is true and correct.**

**Executed on** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE Signature**