

# Employee Benefits Information Related To Coronavirus (COVID-19)

For details on these options, please visit [nns.huntingtoningalls.com/411](https://nns.huntingtoningalls.com/411) and review the Pay and Benefits Guidance information under the Resources tab.

## COVID-19 Leave

(All NNS Employees)

COVID-19 leave is in addition to an eligible employee's regular annual leave or paid time off (PTO), as applicable.

## Liberal Leave

(All NNS Employees)

## Short-Term Disability

(Salaried Employees)

## Sickness and Accident Benefits

(Hourly Employees)

## Annual Leave Benefits

For details on these options, please visit [nns.huntingtoningalls.com/411](https://nns.huntingtoningalls.com/411) and review the Alternate Shifts and Working from Home information under the Resources tab.

## Alternate Work Shifts

## Working from Home

## Leave Time Options for Newport News Shipbuilding Employees

Employees who feel ill should not report to work. You will be paid for up to five days (40 hours) after certifying you missed work due to illness.

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. 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.

Employees who have traveled internationally within the past 14 days should self-quarantine immediately for the balance of time remaining since their trip to achieve 14 days. Employees who were on international company travel will be paid for 80 hours at their regular rate for time missed during their self-quarantine period. Days missed due to quarantine from international personal travel will be unpaid as follows:

- Hourly Employees: must use vacation or dock time.
- Salaried Employees (exempt or non-exempt): may use paid time off (PTO), borrow PTO (if available) or take dock time (in full day increments only). Employees who are quarantined may be allowed to work from home, if possible, with management approval.

When the company institutes liberal leave, hourly employees who do not report to work can use vacation or dock time; salaried employees (non-exempt or exempt) who do not work must use paid time off (PTO) if they have a balance available, borrow PTO, or flex with supervision's approval.

Seven-day elimination period for receiving Short-Term Disability benefits is waived for all illnesses and injuries normally covered by the plan. In addition, if necessary, employees may request, but are not guaranteed, a paid time off (PTO) donation.

Seven-day waiting period for receiving sickness and accident (S&A) benefits is waived for all illnesses and injuries normally covered by the plan and NNS will pay the difference between S&A payments and an employee's regular straight time pay for the first two weeks of the S&A disability period.

Hourly Employees:

Hourly 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.

Salaried Employees:

Paid time off (PTO) continues to be available for salaried employees. Employees are also eligible to borrow PTO up to a negative 40 hours and can also request PTO donation from other employees to cover time missed due to a medical illness.

## Alternate Shifts and Working from Home Options for Newport News Shipbuilding Employees

Employees who need to change their shift due to caregiver responsibilities, or to support social distancing, should contact their supervisor to request a change. Supervisors should contact Labor Relations or Human Resources to process any shift change requests.

When possible, leadership should work with their employees to implement actions that maximize an employee's ability to work from home. It is understood that there are many factors that may impede leaders from allowing all employees this flexibility, such as access to the needed equipment and resources, nature of the job, physical job requirements, etc.