



memo

To: HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 14, 2020
Subject: Liberal Leave for Corporate Employees

Dear HII Corporate Employees:

Given there are school closures, we are implementing liberal leave for corporate employees beginning Monday, March 16 through Tuesday, March 17, in order to provide them with time to prepare as needed and to arrange plans for family care.

We anticipate the impact being long-term and are working on a plan to provide additional work schedule options and leave time options and will communicate those as they become finalized.

A handwritten signature in blue ink that reads 'Bill Ermatinger'.