



memo

To: HII Corporate Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 24, 2020
Subject: Liberal Leave Extension

Dear HII Corporate Employees:

Given what is anticipated to be an extended impact of the coronavirus (COVID-19), HII is extending liberal leave for corporate employees through the end of April.

We ask that you please keep in contact with your supervisor about your options. As a reminder, please continue to check Homeport, <http://www.hii-homeport.com/>, and HII's external site, <https://www.huntingtoningalls.com/>, for updates during these difficult times.

We will continue to do our best to offer you flexibility and options, and I will continue to be open and transparent as we learn more and make additional decisions. I encourage you to do what is best for you and your family, knowing that you will have a job to come back to on the other side of this pandemic.

A handwritten signature in black ink, reading 'Bill Ermatinger'.