

To: All HII Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: April 2, 2020
Subject: Update Regarding the CARES Act

Dear HII Employees:

In response to the evolving coronavirus (COVID-19) pandemic, HII issued extended liberal leave to provide flexibility and options for employees as they made arrangements for their families following school closures, child care issues, business closures, as well as other reasons that may have impacted your family during this crisis.

On March 27, as a result of the pandemic's impact on the economy, U.S. lawmakers passed the Coronavirus Aid, Relief and Economic Security (CARES) Act to expand financial lifelines for individuals and their families. At HII, we have been following the CARES Act closely and have decided to modify our liberal leave policy in response to the act's unemployment insurance ruling to provide greater options for our employees and their families.

Beginning Monday, April 6, HII will implement an updated, enterprise-wide liberal leave policy in alignment with the CARES Act. The policy defines the following situations in accordance with the act, where applicable, as eligible for liberal leave:

- Employees diagnosed, quarantined, recommended for quarantine or experiencing symptoms of COVID-19 and are seeking a diagnosis
- Employees who are caring for a household member or family member diagnosed with COVID-19
- Employees who serve as the primary caregiver for a child or member of their household who is unable to attend school due to COVID-19
- Employees who were scheduled to begin work but their offer was withdrawn, or they were unable to reach the job due to COVID-19
- Employees who are the breadwinner or major support for their household because their head of household died from COVID-19

HII employees who fall into one or more of the categories above, as applicable, may be eligible for unemployment insurance. Please note that you must apply for unemployment insurance through your state's unemployment agency and applications are subject to state approval.

Where applicable, each division has created its own documentation process for employees to complete when requesting liberal leave. In addition, the divisions have implemented further structure changes to their localized liberal leave processes. Employees who do not fall into one of the categories above but wish to take liberal leave will be considered on a case by case basis.

Please refer to the links below for further information regarding documentation for your division:

- Ingalls Shipbuilding: [Click here](#)
- Newport News Shipbuilding and HII corporate: [Click here](#)
- Technical Solutions: [Click here](#)

