

# Coronavirus (COVID-19) Communications



## FAQs – Liberal Leave (as of April 3, 2020)

### **1. Why are we required to submit a liberal leave form effective April 6th?**

As we have extended liberal leave through the end of April, Ingalls wants to understand the reasons employees are taking liberal leave and understand the impact to operations to meet our commitment to the Navy and Coast Guard. In addition, Congress just enacted the Coronavirus Aid, Relief and Economic Security (CARES) Act to expand financial lifelines for individuals and their families. The liberal leave form asks employees to select from various reasons that may qualify employees for unemployment insurance under the CARES Act. Employees should contact their state's unemployment agency for more information.

### **2. What, if anything, has changed regarding Ingalls' liberal leave policy?**

Nothing has changed regarding the flexibility we have offered through Ingalls' liberal leave policy. The only change is that a form along with other information must be submitted to document the reason employees are taking liberal leave. Employees should select one of the four listed reasons as to why they are taking liberal leave if such specific reason applies. An employee may identify an "other" reason if none of the four specific reasons apply and may, but do not have to, provide a written explanation of the "other" reason.

### **3. How long will liberal leave be offered?**

As previously communicated, Ingalls has extended its liberal leave policy through Friday, May 1, 2020.

### **4. Am I required to get my supervisor's approval to take liberal leave?**

You are required to notify your supervisor of your need to take liberal leave and complete the liberal leave form.

### **5. Do I need to submit a liberal leave form each time I take liberal leave, or just turn it in once even if I take liberal leave intermittently?**

You are only required to submit a liberal leave form once, unless the documented reason for taking liberal leave changes. In that case, you should submit another form. You do not need to provide the dates on the form when you anticipate to be out on liberal leave. For planning purposes, we ask that you continue to keep your supervisor informed of your absences.

### **6. Do I need to contact Leave of Absence Administration (LOAA) if take Liberal Leave**

You do not need to contact LOAA if you are taking Liberal Leave. As stated above, we ask that you keep your supervisor informed.

## **7. What are the guidelines for liberal leave?**

Nothing has changed regarding the guidelines for liberal leave. As previously communicated, union represented employees who do not report to work can use vacation, or take the time off unpaid. Salaried employees (non-exempt or exempt) who do not work may use personal time off (PTO) if they have a balance available. Salaried non-exempt employees may take time off as unpaid in lieu of using (or after exhausting) available PTO. Salaried exempt employees may request full-day absences as unpaid in lieu of using (or after exhausting) available PTO.

## **8. Can I take unpaid liberal leave for partial-day absences?**

Represented and salaried non-exempt employees can take unpaid liberal leave for partial day absences. Salaried exempt employees may only take unpaid liberal leave in full-day (8 hour) increments.

## **9. How can I get a form? How do I submit the form and other required documents?**

You can find a link to the form here:

[https://ingalls.huntingtoningalls.com/wp-content/uploads/2020/04/Liberal-Leave-Request-Form Ingalls.pdf](https://ingalls.huntingtoningalls.com/wp-content/uploads/2020/04/Liberal-Leave-Request-Form%20Ingalls.pdf).

Please complete the form, click envelope icon in top left corner, and then email from your computer to [LiberalLeave@hii-Ingalls.com](mailto:LiberalLeave@hii-Ingalls.com).

Non-Represented employees should email the Form and supporting documentation to [LiberalLeave@hii-Ingalls.com](mailto:LiberalLeave@hii-Ingalls.com) and copy their Supervisor on the email. Represented employees may submit the Form at a newly created blue Liberal Leave drop box at the HR building, directly to their immediate Supervisor or to [LiberalLeave@hii-Ingalls.com](mailto:LiberalLeave@hii-Ingalls.com). Craft supervisors should provide completed Forms to Ops Administration.

## **10. How do I complete the form if I am already on liberal leave?**

Employees at work should complete and submit the form prior to taking Liberal Leave. Employees currently on Liberal Leave should complete and submit the form beginning on April 6. We ask that you submit these as soon as you reasonably can but prior to Tuesday, April 14.

## **11. What will happen to my health insurance if I am on liberal leave?**

Employees that are on liberal leave and not receiving a paycheck will have their deductions accrued in the payroll system to be collected when they return to work. There will be no lapse in benefits.

Employees that are officially placed on medical leave of absence (out on STD or LOT) will be direct billed by the benefits center.

## **12. What will happen to my health insurance if I am on liberal leave and file for unemployment?**

The response is the same as Question #11.

### **13. If I am on liberal leave do I qualify for unemployment?**

If you fall into one of the four specific categories listed on the liberal form, you may qualify for unemployment benefits under the CARES Act. There are various exclusions that may apply such as if you are unable to work for other reasons or if you are receiving pay during liberal leave (e.g., pay through STD/LOT pay, COVID-pay, etc.). Other exclusions or limitations also may apply. Ingalls does not make this determination so employees should contact their state's unemployment agency for more information.