



Liberal Leave Ends on May 22

States and communities have begun relaxing COVID-19 restrictions on business services and travel.

As a result, the Liberal Leave Policy we put in place early on in the pandemic will now end one week earlier than originally announced – prior to the first shift on Friday, May 22. Beginning on May 22, employees should follow usual company attendance policies and get approval from their supervisors for PTO / vacation unless on a preapproved leave.

Ingalls understands that some may need more flexibility. Those employees who need more time off on or after May 22 should use these normal processes:

- Medical or Family Care Leave of Absence (MLOA) for employee (or for employee to care for an immediate family member) with a serious health condition, or for Short-Term Disability / Loss of Time qualifying immune system conditions
- Personal Leave of Absence (PLOA) up to 30 days for CARES ACT qualifying reasons
- For MLOA: Contact the Leave Desk at 228-935-1009; leavedesk@hii-ingalls.com
- For PLOA, represented employees must submit form [SSF M7818](#) to their director's office or Operations Administration. Non-represented employees must submit form [SSF H8344](#) to their HR Business Partner after management approval.
- Applications must be timely submitted as required by the applicable MLOA or PLOA process to excuse further absences. If you are unable to download the appropriate form from the links above, both forms are available at the Leave Desk in the HR Building.