



Pay & Benefits Guidance May 11, 2020

COVID-19 Quarantine Pay

- Employees who are quarantined either by the Ingalls medical staff or an outside Physician should not report to work. To be paid for up to 10 days (80 hours) of COVID-19 Quarantine Pay, the employee must certify that he or she missed work due to being Quarantined.
 - To be paid, employees must sign the below COVID-19 Quarantine Certification Form attesting to their quarantine and email the form to COVID19Leavedesk@hii-ingalls.com. If an employee is unable to email the form, they may contact the leave desk at 228-935-1919.
 - Employees should call in and report their absence to their immediate supervisor.
 - If quarantined by an outside Physician, medical documentation will need to be provided.
- Once the COVID-19 Quarantine Certification Form is approved by the Leave of Absence Administration (LOAA) desk, payroll will be responsible for timekeeping afterwards, until the employee returns to work.

Enhanced Short Term Disability Pay and Loss of Time Benefits

- Hourly (Union Represented) Loss of Time (LOT) Benefits

To provide temporary relief for our employees through May 29, 2020, the seven-day (7) waiting period for receiving LOT benefits is being waived for all eligible illnesses and injuries as long as the employee submits appropriate medical documents to the LOAA Leave Desk. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan. In addition to waiving the (7) seven-day waiting period, Ingalls will pay the difference between LOT payments and an employee's regular straight-time pay for the first two (2) weeks of the LOT disability period. As such, the maximum number of work days to receive differential pay would be ten (10) days. For example, if the LOT Plan provides \$305 a week while on LOT, Ingalls will make up any difference between full pay and \$305. After the two (2) week period, employees will revert back to the negotiated LOT Plan rates of pay. The maximum number of days to receive differential pay is reduced by the number of days the employee receives COVID-19 Absence Pay. For example, if the employee receives LOT for two (2) weeks but also received two (2) days of COVID-19 Absence Pay, the Company would pay the difference in LOT and the employee's pay for eight (8) days.
- Salaried Short Term Disability

To provide temporary relief for our employees through May 29, 2020, the seven-day (7) elimination period for receiving Short Term Disability benefits is being waived for all eligible illnesses and injuries, as long as the employee submits appropriate medical documents to LOAA/Prudential. This waiver applies not only to employees who contract COVID-19, but to all illnesses and injuries normally covered by the plan. In addition, if necessary, employees may request a paid time off (PTO) donation in accordance with Huntington Ingalls Industries' PTO policy H207.

Employees quarantined by medical professional are subject to the above Quarantine Pay, STD and LOT benefits. Note: The total maximum pay available to each employee in this period is two weeks, whether ill or quarantined or in combination.

Employees considered high-risk for COVID-19, caring for someone with COVID-19, or is the primary in-home care giver for a high-risk person should exercise discretion and use PTO or work from home if possible along with notifying their immediate supervisor.

Employees assigned to offsite locations must follow any health protocols established by the offsite location, and stay in regular contact with their supervisor and their Human Resources Business Partner or Labor Relations Representative.

COVID-19 Quarantine CERTIFICATION FORM

In light of the CDC's strict guidance regarding Quarantine in the workplace during the COVID-19 situation, Ingalls, in an effort to minimize financial impact to employees, will bridge the possible gap between the time an employee is quarantined and qualifies (or doesn't qualify) for short-term disability (STD) or Loss of Time (LOT) benefits.

I, _____, myID _____, badge _____ was quarantined and, per CDC guidance, could not come to work on the following date(s):

_____.

Accordingly, I am requesting ___ day(s) (not to exceed 10) of COVID-19 Quarantine Pay for such date(s), to be paid at my regular rate of pay for such days without use of PTO/vacation.

If I have applied for STD or LOT, and am approved to receive such benefits, I cannot be paid STD or LOT benefits for any day(s) on which I have already been paid pursuant to COVID-19 Quarantine Pay. In the event I do receive an overpayment, I hereby agree to repay such STD or LOT benefits to Ingalls as directed by Ingalls.

I attest that the foregoing is true and correct. If it is determined that this form has been falsified I may be subject to disciplinary action, up to and including termination.

Date _____

EMPLOYEE Signature

Return this form via:

1. Email, to COVID19leavedesk@hii-ingalls.com
2. Fax, to 228-933-6393