

May 21, 2020

Everyone:

Since the onset of COVID-19, NAL has learned a lot of valuable lessons, and this situation obviously caught everyone by surprise. In an attempt to lessen the impact of the wide spread unexpected layoffs, management made a decision to pay all Team Members for the Good Friday Holiday on April 10th, contrary to the guidelines of our handbook. Unfortunately, we discovered shortly thereafter this actually had the opposite effect as it negatively impacted Team Members' unemployment benefits. Therefore, NAL will resume following the Handbook guidance with regards to Holiday Pay for Team Members currently on Absence Unpaid (Salary Team Members) or Lack of Work (Hourly Team Members).

In order to be eligible for Holiday Pay, the NAL Handbook states:

“Team Members must work the full scheduled shift, based on their established standard normal shift schedule, the day before and day after the holiday (except when bona fide emergencies occur). Team Members on planned and approved paid leave (PAD, ETO, VAC, etc.) the day before or the day after the holiday will receive holiday pay.”

The intent of the removal of the holiday is to avoid negative impact for those on unemployment for the week of May 25th. Therefore, if a Team Member is working the week of May 25th, they will get the Memorial Day Holiday. If the Team Member is **not** working the week of May 25th, they will **not** get the Memorial Day Holiday. This will actually have a positive impact on those filing for unemployment as Holiday pay is typically counted against unemployment benefits calculations.

At this point, we are also beyond the normal Lack of Work definition of 30 days versus an actual Lay Off situation in order to keep most everyone on their benefits.

We sincerely appreciate the cooperation and patience of our Team Members as we navigate these uncharted times. We hope to continue to bring more and more Team Members back to work when possible. If you have further questions or concerns, please contact your local Human Resources Department.

Thank you,

Chad Thompson
General Manager
Corporate Human Resources