



4.17.2020

Good afternoon,

As a follow up to our prior communication regarding compensation plans, the management team wanted to inform you that the Haartz Corporation will be compensating employees in the following manner for week ending April 18th and April 25th.

- Hourly employees who are scheduled for 4-10's and 5-9's will be paid for any actual hours worked this week, supplemented by 8 hours of "emergency" sick or vacation time, if available for each scheduled day which was not worked for the remaining days of their schedule. Monday, April 20th will be paid as scheduled holiday.
- Hourly employees who are scheduled for 4-10's and 5-9's and were unable to work, will be paid 8 hours of "emergency" sick time for each of their scheduled days. If emergency sick has been exhausted, vacation time will be used. Monday, April 20th will be paid as scheduled holiday.
- Hourly employees who are scheduled for 5-12's will be paid for any actual hours worked this week. In cases where employees who are typically scheduled for 5 12's were not scheduled to work the full schedule; they will be paid actual hours worked for all days worked supplemented with "emergency" paid sick time or vacation time, if available for days not worked for the remainder of the 5 days. In cases where employees who are typically scheduled for 5 12's were not scheduled for any days; they will be paid 4 days of emergency of sick time and one day will be paid regular pay at 12.5 hours. Monday, April 20th will be paid as scheduled holiday.
- Hourly employees who are scheduled for 5-10's and 5-11's and were unable to work, will be paid 8 hours of "emergency" sick time for five days, and eight hours of vacation time, if available. Monday, April 20th will be paid as scheduled holiday.
- Hourly employees who do not typically use the time clock and salaried employees will be paid at the same rate when they continue to work remotely. Emergency sick leave or vacation time will be supplemented for time not worked.

Thank you for your continued patience and support as we work through these unprecedented times.

Regards,

A handwritten signature in black ink, appearing to read "Mary Tighe".

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