

To: Technical Solutions employees in qualifying legal entities

From: Melanie Anderson, Vice President, Human Resources

Date: April 1, 2020

Subject: FFCRA Pay and Leave Policy

This memorandum implements the policy of Technical Solutions to comply with the requirements of the Families First Coronavirus Response Act (“FFCRA”).

The FFCRA: The federal act that amends the Family and Medical Leave Act (“FMLA”) applies to employers with “fewer than 500 employees” and provides eligible employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The qualifying legal entities at Technical Solutions subject to this policy are listed at the end of this memorandum.

Applicability: This policy applies to all full-time and part-time employees of legal entities in Technical Solutions with fewer than 500 employees working in the United States and its territories. Employees must have worked at least 30 days prior to requested leave under qualifying reason #5 below. The policy does not apply if employees can telework unless any of the qualifying reasons for leave prevents the employee from being able to perform that work.

Qualifying Reasons for Leave: The FFCRA allows leave to eligible employees who are unable to work, including unable to telework, because the employee:

#1) Is subject to a federal, state or local quarantine or isolation order related to COVID-19	#2) Has been advised by a health care provider to self-quarantine related to COVID-19
#3) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis	#4) Is caring for an individual subject to an order described in #1 or self-quarantine described in #2
#5) Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or	#6) Is experiencing any other substantially similar condition specified by the U.S. Dept. of Health and Human Services

Paid Leave: Eligible employees receive up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the employee's regular rate of pay and paid at:

- 100% of pay rate for qualifying reasons #1-3 (max of \$511/day, \$5,110 total)
- 2/3 of pay rate for qualifying reasons #4 and #6 (max of \$200/day, \$2,000 total)

An eligible employee absent for qualifying reason #5 may receive up to 12 weeks of pay at 2/3 the employee's pay rate (max \$200/day, \$12,000 total). The amount of leave and pay for qualifying reason #5 is reduced by any other FMLA-qualifying absences of the employee in the prior 12 months.

Eligible employees may use accrued time off under existing company policies in lieu of the partial 2/3 pay under qualifying reasons #4-6 but may not use both during the same pay period.

Requests for FFCRA Leave/Pay: Eligible employees should notify their supervisor and contact HR Services at 800-759-6203 or via email at COVID19@hii-tds.com to request FFCRA leave and pay. Approved leave may not be taken intermittently unless specifically approved by their business group HR director. The company may request appropriate documentation to determine eligibility for leave and pay similar to conventional FMLA leave requests. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA. As another example, for leave due to a school or day care closure, this could include a notice that has been posted on a government, school or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care or child care provider.

Miscellaneous: While on FFCRA leave, eligible employees must continue to pay the employee portion for any applicable health and welfare plans. Other elected deductions such as for any applicable savings plans also will continue during the leave.

Duration of Policy: This policy expires on the earlier of Dec. 31, 2020, or until rescinded.

Qualified Legal Entities: The following legal entities in the Technical Solutions division qualify for paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act.

Fulcrum IT Services, LLC
G2, Inc.
HII Nuclear, Inc.
HII San Diego Shipyard, Inc.
HII Technical Solutions Corporation
HII Unmanned Maritime Systems, Inc.
Hydroid, Inc.
The PTR Group, LLC
Veritas Analytics, Inc.