



memo

To: All HII Employees
From: Karen Velkey, HII Corporate Vice President, Benefits and Compensation
Date: May 21, 2020
Subject: Benefits Actions Effective June 1

Dear HII Employees:

HII has worked closely with its benefits service providers over the last two months to provide employees and their families greater flexibility and support in response to the coronavirus (COVID-19) pandemic.

As HII and its divisions adjust their operations to meet the needs of our “new normal” operations, we are assessing and updating the benefits actions we took in March and April at the height of the company’s response to the pandemic.

In an effort to return to “normal” operations, the following changes will be in effect starting June 1:

- The seven-day elimination period for receiving short-term disability benefits for covered illnesses and injuries will be reinstated. This means disabilities with an effective date of June 1 or later will undergo the seven-day elimination period per our normal plan provisions. In addition, time missed during the elimination period will no longer be paid through special company-paid COVID-19 leave.
- All short-term disability claims must meet the regular plan provisions for approval, meaning coverage will be approved by Prudential and Unum for employees who cannot perform their job due to injury or disability. Employees with immune-compromising health conditions that are currently on short-term disability will continue to receive coverage if they filed their claim prior to June 1. After June 1, however, claims for injuries and disabilities must meet the normal plan provisions for approval.
- The standard waiting period for newly hired represented employees to gain medical coverage will be in effect, meaning all represented employees hired on or after June 1 will have a waiting period before being eligible for benefits.
- Divisions’ payroll departments will take benefit deductions from employees returning from liberal leave per their division-specific policies. All benefit termination procedures will return to normal effective June 30.

Please note the \$10 employee-paid Teladoc fee is still being waived until further notice, meaning employees eligible for Teladoc can continue to seek medical and behavioral health care at no cost to them.

Refer to the [Coronavirus Resources For Employees](#) webpage on the HII website for additional company information and updates.

A handwritten signature in cursive script that reads 'Karen Velkey'.