



Usui International Corporation

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September 10, 2020

Important Announcement

Dear Employees,

It is not business as usual. This is a time of great stress and uncertainty. Yet, our customers ask more of us every day.

We are grateful for the work you are doing. You have shown tenacity and loyalty to UIC during these unprecedented times. In appreciation of that dedication, the following changes to our policies will soften the burden that the COVID-19 Pandemic has placed on all of you.

1. **RETENTION BONUS** - In appreciation for your loyalty and dedication during these unprecedented times, UIC will pay a \$200 (before taxes and deductions) retention bonus on October 9 to all hourly employees in Ohio and Virginia who work the entire month of September.
2. **VACATION BUY BACK** – COVID-19 has caused many schedule disruptions to our normal operations and increased our current demands to very high levels. To meet these demands, some individuals delayed vacations to meet production requirements. To accommodate these demands, hourly employees may elect to receive payment in lieu of time off for vacation time which must be used before December 31, 2020.
3. **POINT SYSTEM** - UIC is temporarily modifying the No Fault Attendance Point System as follows until further notice:
 - a. **CALL OFF: Two (2) points** will be given for each day the employee calls off prior to the start of their shift **EXCEPT FOR**
 - i. **DOCTOR'S NOTE** – An absence due to illness of the employee or dependent child if a doctor's note is provided. The doctor's note must include the date(s) off along with the return to work date.
 - ii. **PROTECTED LEAVE** – Time off under a state and/or federal regulation such as FMLA, USERRA, ADA, worker's compensation leave, etc.
 - iii. **COVID-19 LEAVE** - Absences related to COVID-19 symptoms or positive test results for the employee or a household family member in accordance with the Disease Prevention and Response Plan.
 - b. **WHEN WILL A POINT BE REMOVED:** Point(s) received will be removed **six (6) months** after the date of the occurrence. (*Previously one (1) year*).

Nobuo Kato, President

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