

April 3, 2020

## Novel Coronavirus (COVID-19)

### Company Update Regarding Employees' CAL Balances

All Employees:

To support those of you who may need to be absent from work without the ability to work from home, we have decided to increase the number of negative CAL hours that you are allowed to accumulate from 40 hours to 80 hours. This will be in effect through May 31, 2020. As a reminder, in order to accumulate a negative CAL balance, you will need to first exhaust your existing CAL balance.

Please contact your HR representative if you have any questions.