



## YOUR TIME OFF IN 2020

Your time off benefits at Lake City Army Ammunition Plant (LCAAP) will transition to Winchester effective October 1. Here's how the last three months of 2020 will work:

### Holidays

Winchester LCAAP will observe the following holidays for the remainder of the year. Eligible employees will be paid up to 40 hours of Holiday pay, which will be based on your shift. Visit [winchesterlakecity.com](http://winchesterlakecity.com) for your specific schedule.

#### Holiday

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

### Plant Shutdown

Similar to previous years, the plant will have a shutdown between Christmas and New Year's. For 2020, the shutdown will take place December 24 through January 1, 2021. If shutdown is not covered by Holiday pay, use of Paid Time Off (PTO) may be required.

### Paid-Time Off (PTO)

If you elected to transfer your PTO balance to Winchester, the balance will be available to you effective October 1. If no PTO balance was transferred to Winchester, you will start at Winchester with 0 hours accrued.

As a Winchester employee, you will continue to earn PTO on the same schedule you earn PTO now. If you have any PTO remaining at the end of the calendar year, you can carry over your PTO balance into 2021 under the same carry over limits in the current Northrop Grumman policy.

**Note:** If you are an employee covered by the Collective Bargaining Agreement, you will receive PTO in accordance with the terms negotiated in the Collective Bargaining Agreement.

### Flexible Work Schedules

If you currently have a flexible work schedule, it will be honored by Winchester for the remainder of 2020. In the future, based on operational demands and efficiency, work schedules may require adjustment. You will receive more information at a later date.

### Questions?

If you have a question about time off for the remainder of 2020, stop by the B3 Mez area and speak with a member of the Winchester HR team.