Suspension of Operations Frequently Asked Questions for Managers
Puget Sound Region and Moses Lake
March 2020

A suspension of production operations for the Puget Sound region and Moses Lake will begin on March 25, 2020. The following Q&A is designed for managers and employees impacted by the production suspension. Note: Critical distribution operations, including the Seattle Distribution Center, in support of airline, government, and maintenance, repair and overhaul (MRO) customers will continue.

Q: How long will production be suspended?
A: The company plans to keep Puget Sound production sites and Moses Lake closed for a minimum of 14 calendar days. We expect the gradual shutdown to take up to three days. Note that some critical operations supporting defense and services customers will remain operational with heightened health, safety and social distancing practices in place.

Q: What happens if the production pause lasts longer than expected?
A: We will continue to assess our plans to ensure we balance the health and well-being of our employees and their families with the needs of our customers, suppliers and production system health. Our people will always be at the front and center of our priorities and decisions.

Q: What about Boeing efforts in Puget Sound that support defense and services?
A: Boeing is working to minimize this suspension’s impact on the company’s ability to deliver and support its defense and space programs, as well as airline and maintenance, repair and overhaul customers who rely on critical distribution support. Boeing will work closely with those customers in the coming days to develop plans that ensure customers are supported throughout this period. Critical distribution operations to airline and government customers will continue. Critical distribution operations, including the Seattle Distribution Center, in support of airline, government, and maintenance, repair and overhaul (MRO) customers will continue.

Q: Will I get paid?
A: Yes. Puget Sound area-based employees who can work from home will continue to do so. Those who cannot work remotely and whose sites are impacted by the production suspension will receive paid leave for the initial 10 working days of the suspension – double the company policy – which will provide coverage through the 14 calendar day suspension period.

Q: How does this affect my PTO accrual?
A: Employees will continue to accrue PTO or vacation at their normal rate.
Q: Will I still have health benefits?
A: Yes, health benefits will continue. Employees will continue to be eligible for all health, insurance and
disability plans in which they are enrolled. Employee contributions for the Flexible Spending Account (FSA)
and Health Savings Account (HSA) will be spread evenly across the remainder of the year once the employee
begins to receive paychecks. Unless they experience a qualifying status change or special enrollment event,
employees who are absent without pay will not be eligible to change their current health and insurance
enrollment elections. More information will be provided with regard to required paycheck contributions for
medical, dental and supplemental insurance plans.

Q. Will I have to take PTO or another type of paid time off during a site suspension of operations due to
COVID-19?
Employees who are not able to telecommute in the Puget Sound or Moses Lake are authorized to take up to
10 days of pay (a span of 14 calendar days). If the site does not resume operations after this time, employees
may opt to take PTO, vacation, or sick leave. If employees choose not to take time off benefits, they can take
an absence without pay.

Q: Do I have to apply for a leave of absence?
A: No. When there is a site shutdown or Suspension of Operations, you are not expected to take a leave of
absence. However, if you are impacted by coronavirus or have another reason (e.g., paid parental leave), you
may still apply for those benefits.

Q: I’m not on the PTO plan and my sick leave anniversary is coming up. Will I still get my sick leave
allocation?
A: Yes, you will still get your sick leave allocation on your anniversary date.

Q: How can I keep current with my trade certifications?
A: Employees will be required to have all certifications prior to resuming production activity per regulatory
requirements and will be recertified as needed upon returning to their site.

Q: How can employees find out when the site is open?
A: If not logged into the Boeing system, employees can visit the COVID-19 page on Boeing.com for updates
regarding impacts to site operations as they are announced. In addition, employees can also get the latest
news on site impacts by easily accessing the Boeing Now desktop website and mobile app. The service is free
for use on either Boeing-issued or personal mobile devices.

Q: Will the company make additional decisions on pay practices if the suspension continues beyond
original estimates?
A: We will continue to evaluate if changes are required based on evolving circumstances.

Q: How does a suspension of operations affect retirement plans?
A: Employee and Boeing contributions to the Voluntary Investment Plan (and Supplemental Savings Plan, if
applicable) will stop for the period without pay. Under applicable IRS rules, employees with an outstanding loan
from the VIP will have up to a 12-month grace period if they cannot continue to make loan payments, as long
as their final loan payoff date does not occur during that 12-month period. If the final loan payoff date occurs

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during the period an employee is absent without pay, the employee should contact the Boeing Retirement Service Center for more details. The VIP’s in-service withdrawal options will remain available. Click here for more information.

**Q: Is there any assistance for child/adult care?**
A: Many schools have suspended attendance in order to minimize the risk of exposure to COVID-19. For employees who are not able to telecommute from home and continue to come into work, the Employee Assistance Program and Solutions for Living (EAP), available 24/7 at no cost to Boeing employees and dependents, provides child and adult care referral resources. Call 866-719-5788 or visit www.achievesolutions.net/boeing to learn more. In addition, U.S.-based non-union employees and certain union employees can take advantage of Bright Horizons back-up care, a subsidized child and adult care resource. Learn more about Bright Horizons or create an account to review back-up care options.

**Q: How will Boeing keep in touch with me during this Suspension of Operations?**
A: Your manager will reach out using the contact information you provided. Updates will be posted daily on the Boeing Now app. Be sure to check Boeing Now daily for the latest. Information can also be found on the Boeing.com COVID-19 page.

**Q: What IT support is available to me?**
A: To resolve common IT issues, search GSEP or visit http://helpdesk.web.boeing.com/ for Boeing hardware, software and access only.

**Additional resources**

- Visit Boeing’s coronavirus website for the latest safety and travel information.
- Managers can review the Manager’s Guide to aid conversations with teams.
- Reach out to the Employee Assistance Program (EAP) if your team needs additional help.