

Wichita Management and Salaried Short Work Week Information

Following Boeing's announcement of their plans to extend their Washington state and South Carolina production suspension indefinitely, Spirit is taking the following workforce action:

- All non-represented and represented salary employees in Wichita will begin four-day work weeks effective Friday, April 10 until further notice (pay will be adjusted to reflect this reduced work week).

The below information is intended to help answer questions you may have:

1. Time and Pay

Employees need to coordinate with their managers to identify their day off and are encouraged to maintain the same day off each week.

- Each week must include an eight-hour day of EXAB. You may not work shortened days instead of a single unpaid day.
- The CATS system will default each week to include an eight-hour day of EXAB. If no changes need to be made to the weekly time card, you can simply sign your time. If changes need to be made, the EXAB day may be moved using the pulldown menu.
- Employees who are required to enter time each day should continue to do so.

2. Earned Time Off

You may take ETO, but not in lieu of EXAB. As usual, any ETO on your scheduled work days requires management approval.

3. Medical Benefits

Your health benefits are not affected by the shortened work weeks. There will be no change to benefits premiums. Payments made by you and Spirit will stay the same.

4. Employee Assistance Program (EAP)

This is an uncertain time and it can be difficult to know how to best cope with your own feelings, or those of your loved ones. The Employee Assistance Program benefits will continued to be provided during this time.

- Beacon Employee Assistance Program: 1-888-470-9758

5. Change of Address and/or Contact Information

During the temporary layoff, please keep Spirit updated should you experience a change in address or contact numbers so we can keep you informed and can reach out to you quickly as we receive any updates.

- To report a change, please send an email to hrservicecenter@spiritaero.com.

6. Unemployment

Spirit will once again participate in the [Kansas Department of Labor's Shared Work Program](#), which provides a limited unemployment benefit based on income and the shortened work week through June 30, 2020.

- Employees working shortened work weeks can apply by completing the following: [Shared Work Plan - Employee information](#).
- Once completed in full, the application must be submitted via email to [GRP HR Service Center](#).
- Each participant's identity will be verified with the Social Security Administration.
- The initial short work week (April 10 pay week) is considered the "waiting period" and is not eligible for the benefit.
- Spirit will send a weekly attendance report to the Department of Labor, which will verify hours worked.
 - An employee will not be eligible in a week in which they work more than 32 hours, which includes hours worked at another job.
 - Employees with additional absence beyond the EXAB day must use ETO/RPTO in order to remain eligible for the program.
 - Additional unexcused absence will make an employee ineligible for the benefit that week.
- The Kansas Department of Labor will send a debit card to each participating employee's home.
 - Benefits for future weeks will be added to the card.
 - This income is taxable and must be reported on federal and state filings.
 - Taxes may be withheld by checking the appropriate boxes on the employee information form.
- To calculate the Weekly Benefit Amount:
 - The State will take your highest quarter of earnings in the base period and multiply it by 4.25%.
 - The maximum Weekly Benefit Amount (WBA) is \$488.00.
 - Multiply your WBA by 20% to determine the Shared Work Program payment (minus any taxes that are being withheld).
 - The maximum benefit is \$97.60 per week (\$488 x .2).
- Please refer questions to [GRP HR Service Center](#). Do not contact state agencies about your individual claim.