

Wichita IAM-Represented Employees Temporary Layoff Information

Due to the continued impacts to the airline industry due to the COVID-19 pandemic and resulting uncertainty surrounding the return to service of the 737 MAX, all Wichita hourly employees directly associated with production work and support functions for the 737 program will be placed on a unpaid temporary layoff/furlough that may last up to 60 calendar days effective Monday, June 15 through Friday, August 14.

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

1. Time and Pay

- Your paycheck for all hours worked through June 14 will be distributed through your current delivery method (direct deposit, pay card or mailed to your home address).
- Timecards will be automatically populated. No action is required to record time for the temporary layoff period.

2. Vacation and Sick Leave

IAM-represented employees may use Vacation and/or ETOH to cover your absence, to the extent of your balances. *Using vacation/ETOH may impact your unemployment benefits.*

- If you choose to use vacation/ETOH, an email must be sent to payroll@spiritaero.com by Thursday of each week with their clockings. Payroll will adjust time cards.

3. Benefits

Health insurance will be maintained.

- During this period, the company will pay your portion of health insurance, including supplemental life insurance, AD&D, and LTD. The missed premium payments during the temporary layoff will be placed in arrears and collected over a period of time after you return to work.

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

Subject to approval by the Kansas Department of Labor, you are eligible for unemployment benefits.

- The one-week waiting period has been waived.
- **Prior to June 20, 2020** – you must log on to the Kansas Department of Labor website (www.GetKansasBenefits.gov) to set up direct deposit or pay card.
- **On June 21 or 22** – file your initial weekly claim for June 15-June 20 (Please note: the state’s “week” does not align with Spirit’s pay week).
 - Address needed for unemployment application:
Spirit AeroSystems, Inc.
3801 South Oliver
Wichita, Kansas 67210
- When you file each weekly claim, you will be asked whether you looked for work that week. You should answer “Yes” until told otherwise by the Department of Labor.
- **On June 28 or 29** – file a weekly claim for the week of June 21-June 27.
- **On July 5 or 6** – file a weekly claim for the week of June 28-July 4. To avoid disruption in unemployment benefits, affected employees must note receipt of holiday pay for the July 4th holiday when filing the weekly unemployment claim for June 28–July 4.
- **Continue process for remaining weeks.**
- For website help, click on the Frequently Asked Questions tile on the home page.