2020 Coronavirus Response Furlough FAQs
Updated April 6, 2020

The following responses are current as of the date and time above. As the COVID-19 situation is rapidly evolving, the answers below are subject to change at any time and are current as of the date and time at the top of the document. Please check the FAQs often for updates.

1. Q. What happens to an associate’s employment if he/she is not scheduled to work due to the company’s response to COVID-19?
   A. The associate will be placed on the company's 2020 Coronavirus Response Furlough. This is an unpaid leave of absence and applies to all associates temporarily laid off due to COVID-19.

2. Q. If an associate is enrolled in health benefits, will they continue if an associate is placed on 2020 Coronavirus Response Furlough?
   A. Yes. The company will cover the premium costs beginning the date the associate is placed on furlough through April 30 for current participants for medical, dental, vision, optional life insurance, long-term disability, accident and critical illness coverage.

3. Q. Does an associate earn vacation while on 2020 Coronavirus Response Furlough?
   A. No.

4. Q. Is an associate able to continue contributions to health flexible spending accounts?
   A. No.

5. Q. How does an associate continue to make payments on a Savings Plan loan while on 2020 Coronavirus Response Furlough or personal leave of absence?
   A. Repayments to a Transform 401(k) Savings Plan loan(s) will be suspended while on a leave of absence, not to exceed 12 months. When the leave ends, the loan’s term will be extended by the time period of the leave (not to exceed the legal limit). Although repayments are suspended, interest will continue to accrue during the suspension period. As a result, the loan repayment amount will increase.

6. Q. Is an associate allowed to use vacation while on 2020 Coronavirus Response Furlough?
   A. Yes. Associates in an Accrual Vacation Plan may use a maximum of 40 hours per week (depending on employment status) of accrued vacation, personal days or paid sick leave (if applicable). However, associates in the Non-Accrual Vacation Plan may not use vacation time.

7. Q. Will all associates accrued vacation be paid out at the time of being placed on the furlough?
   A. Accrued vacation will be paid out in Illinois, California, Massachusetts and Oregon only, as required by law.

8. Q. How does an associate request to use accrued vacation or personal days (if applicable) while on a furlough?
   A. HR or managers may capture the vacation and/or personal days an associate wants to use while on furlough. Otherwise, associates can request a maximum of 40 hours per week by
emailing the HR Support Center at asccust@transformco.com. Email request must include the associate’s employee ID and manager’s name and number of hours.

9. **Q. When will an associate receive pay for their vacation or personal days?**
   A. Pay will be in the pay check for the period in which the hours were applied.

   California, the vacation payout will be processed immediately.

   Illinois, Oregon and Massachusetts, the vacation payout will be processed in the next paycheck.

10. **Q. Where does an associate find their employee ID?**
    A. On the MPI site, select My Pay and Employee ID is located in the Employee Information section.

11. **Q. When does an associate receive pay for hours worked up to the furlough effective date?**
    A. In the associate’s next schedule paycheck.

12. **Q. How long can an associate expect be on 2020 Coronavirus Response Furlough?**
    A. The 2020 Coronavirus Response Furlough is expected to last for less than six months.

13. **Q. What happens if an associate decides not to return from 2020 Coronavirus Response Furlough?**
    A. The associate will be terminated as a voluntary resignation.

14. **Q. What if the company decides not to return an associate to work from 2020 Coronavirus Response Furlough?**
    A. The associate will be terminated as a permanent layoff.

14. **Q. Can an associate apply for unemployment benefits?**
    A. Associates seeking unemployment compensation should apply through their state. The decision to award unemployment compensation is made by each state agency.

15. **Q. Will the company contest unemployment benefits?**
    A. The company will not contest unemployment benefits for associates on 2020 Coronavirus Response Furlough.