



2017 Summer Shutdown Bulletin

The purpose of this communication is to provide employees with information about vacation scheduling, holiday pay conversions, unemployment, and SUB pay for the 2017 summer shutdown. Questions regarding this communication should be directed to Labor Relations at 216-676-7571.

Vacation Scheduling

- **Employees with 80 or more hours of vacation available** (excluding unused excused absence allowance) will be scheduled for a total of 80 hours of vacation during summer shutdown. Employees will be scheduled for 40 hours of vacation of each week, regardless of the July 4, holiday.
- **Employees with less than 80 hours of vacation available** (excluding unused excused absence allowance) will be scheduled for 40 hours of vacation the first week of summer shutdown, and the remaining hours will be scheduled for the second week until all available vacation time is exhausted. The remaining hours will be considered a scheduled layoff.
 - Example: An employee with 56 hours vacation will be scheduled as follows:
 - Week 1: 40 hours vacation
 - Week 2: 16 hours vacation, 24 hours scheduled layoff

Vacation Pay in Advance

The vacation hours of the entire vacation shutdown (i.e up to 80 hours of vacation) will be paid in advance in a single paycheck received the Friday prior to the start of the week vacation shutdown.

Vacation Shutdown Waivers

Employees who requested to have vacation time paid out prior to summer shutdown or to have vacation time held for use after summer shutdown may not file for unemployment during the summer shutdown period.

July 4, 2017 Holiday Pay Conversion

- The July 4th holiday pay will be **automatically converted** for employees who have 40 hours of vacation requested for the week of July 3, 2017, whether the employee does or does not work on the holiday.
- Employees who have 40 hours of vacation requested for the week of July 3, 2017 and **do not want to convert** the July 4th holiday must complete the "Option to be Paid" form and submit the form to ctopay@ford.com by **COB on Thursday, July 6, 2017**.
- Employees who do not have 40 hours of vacation requested for the week of July 3, 2017 and work on the July 4th holiday and elect to convert the July 4th holiday must complete a holiday conversion request through the online holiday conversion process by **COB on Thursday, July 6, 2017**.
 - If eligible for holiday pay for July 4, 2017, the employee will receive holiday pay in the check for pay ending July 9, 2017

Ohio Unemployment & SUB Pay

Unemployment Eligibility

- All employees may file for unemployment benefits following the state of Ohio guidelines.
 - **Employee who have 0 hours of available vacation, layoff starting Monday, July 3, 2017, use Mass Layoff # 1700495**
 - Employees who receive holiday pay for the 4th of July must claim this income when filing for unemployment benefits
 - Last day of work: June 30, 2017 | Return to work: July 17, 2017
 - File for unemployment starting **July 2 but no later than July 8.**
 - **Employees who have 40- 60 hours of available vacation, layoff starting Monday, July 10, 2017, use Mass Layoff # 1700496**
 - Employees who receive some vacation pay during the second week of summer shutdown must claim this income when filing for unemployment benefits
 - Last day of work: July 7, 2017 | Return to work: July 17, 2017
 - File for unemployment starting **July 9 but no later than July 15.**
 - **Employees impacted by the down week in I-4, layoff starting Monday, July 17, 2017, use Mass Layoff # 1700498**
 - Last day of work: July 14, 2017 | Return to work: July 24, 2017
 - File for unemployment starting **July 16 but no later than July 22, 2017.**
- **Filing for unemployment benefits is a two-step process.** First, employees must file an application for benefits during the week of the layoff. Second, employees must claim the week of unemployment during the week *after* the layoff. Employees who have questions about filing requirements for the state of Ohio should use the following resources:
 - Online: <https://unemployment.cmt.ohio.gov/cmtview/loginc.jsp>
 - Phone: 1-877-644-6562

SUB Pay Eligibility

Provided the employee follows the appropriate guidelines to claim Unemployment Benefits through the State of Ohio, SUB pay processing will be generated through Employee Payments. Please be advised, the State of Ohio provides Unemployment benefit payment information to the Company every Wednesday which is then processed by Employee Payments the following day. SUB is payable the following Monday, unless Monday is a holiday, otherwise SUB is payable Tuesday.

- TPT and STS employees are not eligible for SUB pay.
- In-Progression employees shall be eligible for SUB pay as long as they have at least 1 year of seniority as of the last day of work prior to the layoff week.

Waiting Week

If you are serving a waiting week, you will need to bring **a printout of your claim summary/ payment history (showing "WW Served")** to Labor Relations and complete a Manual SUB Application/ SUB Card. The Labor Relations Office is open from 8am- 4pm during Summer Shutdown and from 5:30am- 5pm, Monday- Friday starting on July 17, 2017. If you receive benefit payment from Ohio Unemployment, SUB pay will be processed automatically by Employee Payments.