

MEMO



TO All HII Employees
FROM Edmond E. Hughes
DATE Oct. 11, 2024
RE PTO/Vacation Donation — Hurricane Relief

Dear HII Teammates,

Hurricanes Helene and Milton have caused major damage and destruction to many southeastern states. We know many of you want to help in the recovery efforts. We want to remind you of an important way you can contribute. HII's company-wide Charitable PTO/Vacation Donation Program offers an additional opportunity to support national disaster relief.

When the president declares a national disaster, this program allows employees to donate unused PTO/vacation to the approved charities listed below. Employees can elect to contribute up to 40 hours of their unused PTO/vacation. The donated PTO/vacation is deducted from their account, converted into a cash contribution, and submitted to the charity on behalf of the donor employee. The donated PTO/vacation is not considered earned income for the donor employee, and therefore, it is not taxed.

The program is outlined in corporate procedure, [CO-H207B](#) "Charitable PTO/Vacation Donation Program," along with the authorization [form](#).

The deadline to donate is Oct. 25, 2024.

This program reflects our strong tradition of employee participation in community giving and offers another way you can help in this critical time of need.

Best regards,

Edmond E. Hughes
Executive Vice President and Chief Human Resources Officer

Approved Charities

American Red Cross
Americares
Habitat for Humanity International
Humane Society of the United States
Asheville, NC Humane Society
Mercy Chefs
Samaritan's Purse
The Salvation Army