



TOKAI RIKAI GROUP

47200 Port Street Plymouth, Michigan 48170 Main (734) 254-8500 Fax (734) 254-8600

May 19, 2020

To: All TRAM Group, US based Associates
From: TRAM Human Resources Department
Subject: **Holiday Pay for Memorial Day May 25, 2020**

Holiday Pay of the date of **5/25/20** will be handled as follows:

Associates who have hours worked or PTO in that week will receive 8 hours of Holiday pay for 5/25 based upon the handbook rules.

Associates on Unpaid Leave with no work time / no PTO time in that week will not receive Holiday pay from the company for 5/25. Associates receiving Unemployment Compensation during this week would still receive the full amount of Unemployment Compensation from the State and Federal Government.

Additional Details:

IF an Associate is receiving Unemployment and any wages are paid by the company during a week, the total Unemployment Compensation amount is reduced by the State. For company issued checks, all required deductions would need to be withheld from this paycheck (taxes, 401k, 401k loan repayments, voluntary benefits, etc.). The Holiday wages paid would need to be reported to the government by both the Company and the Associate. Then the government recalculates the benefit amount for that week. This creates a substantial change point for every Associate receiving Unemployment Compensation in determining benefits now and possibly future weeks.

Please contact your local Human Resources Department or TRAM Human Resources if you have any questions.

Subsidiaries:

TRMI, Inc. • 100 Hill Brady Road • Battle Creek, MI 49037 • (269) 966-0100
TAC Manufacturing, Inc. • 4111 County Farm Road • Jackson, MI 49201 • (517) 789-7000
TRIN, Inc. • 803 H.L. Thompson Jr. Dr. • Ashley, IN 46705 • (260) 587-9282
TRQSS, Inc. • 255 Patillo Road, RR #1 • Tecumseh, ON N8N 2L9 • (519) 973-7400