

Dear Valued Employee:

Due to the unforeseeable impact of the COVID-19 pandemic on our businesses, we previously notified you of your furlough. We appreciate that these are difficult and uncertain times and want to share an update with you.

We continue to manage through this pandemic, and based on your role, you will continue to remain on furlough until further notice. When we initially notified you of your furlough, we could not have anticipated that it could exceed six months. However, due to business circumstances that were not reasonably foreseeable at the time and given the unprecedented and ongoing nature of the pandemic and its impact on our businesses, we regret to inform you that we now reasonably expect your furlough could extend beyond six months from your initial furlough date of _____, 2020. We wish we had been able to provide you with more notice, and we have acted as quickly as we could, given the rapidly changing situation.

We hope that our businesses will be back up and running and that your furlough will remain temporary, but the evolving and unpredictable nature of the pandemic creates uncertainty. We are watching COVID-19's national and local impact very closely to make determinations about our businesses and work locations based on a number of factors. First and foremost are the health and well-being of our employees, cast members, and guests.

Please note the following:

- You will continue to remain an employee while on furlough.
- If you are currently enrolled in company benefits, your coverage will continue, and the company will continue to pay your weekly employee contribution during the furlough period. Please note that information about annual enrollment for the 2021 calendar year will be provided separately in the coming weeks.
- If you have available paid time off, you will have the opportunity to elect to use some or all of it as an alternative to state unemployment benefits. More information on this process is below.
- You may continue to be eligible for your state's unemployment benefits, job retraining, re-employment services, or other assistance through your state unemployment agency. Please review the [Unemployment Guide](#) on the Furlough Resources Center.
 - More information on unemployment insurance and other resources available for workers can be found at:
 - California - <https://labor.ca.gov/coronavirus2019>
 - New York - <https://labor.ny.gov/ui/faq.shtm>
 - Florida - <https://floridajobs.org/>
 - All other states - <https://www.careeronestop.org/>
- All other furlough policies and protocols will remain unchanged, as outlined in the company resources described below.

As a reminder, you are not to perform any work for the Company during this furlough period. If you feel you are being asked to perform any work, or that you are obligated to perform work

without being asked, you must inform your leader and/or HR Business Partner immediately so that we can ensure no work is required or performed.

We encourage you to utilize the [resources and tools](#) on D Tools HR and The Hub to help navigate any questions or next steps. Beginning on Monday, August 24, you may start making weekly elections to use available paid time off as an alternative to state unemployment benefits. Please visit the PTO Election Guide on D Tools HR for specific details on making your elections. Note that using paid time off is considered income in some states and may impact your state unemployment benefits if used while receiving unemployment.

As always, additional support is available through Wendy Crudele and the Global HR Operations team. You can contact GHRO by calling 321-939-7000 or visiting [D Tools HR](#) for assistance with any questions you may have.

We appreciate your patience and understanding during this incredibly unpredictable and difficult time. We will continue to keep you updated as we know and learn more.