



## **Guidelines for Workplace Flexibility and Time-Off Related to COVID-19**

FirstEnergy is focused on the health and safety of our employees while helping all employees manage personal needs during this unprecedented time. We also recognize the importance of our primary responsibility of serving our customers and keeping the lights on in our communities. This document provides a framework for navigating the current challenges related to COVID-19.

### **Workplace Flexibility**

In response to the current COVID-19 situation, the company understands more flexibility may be needed to help our employees meet work and life commitments. Wherever possible, flexible work arrangements should be made with supervisory approval to ensure customer needs are met while allowing for more flexibility in how, where and when work gets done. However, our [typical flexible work arrangements](#) alone may not meet all flexibility needs of employees and their families during this time. As such, we have enhanced our workplace flexibility to include the following:

- Working from home when possible, including the following work-from-home situations due to COVID-19:
  - Caring for your children due to day care or school closings
  - Providing care for an elderly relative due to the lock down/closing of a nursing home or similar facility
  - Caring for a household member that is ill with COVID-19 or if you are quarantined due to COVID-19 and able to work
- Working more flexible hours than typical from your work location or at home in order to support your family needs due to COVID-19, including earlier start time, later stop time, different shift or working non-traditional hours;
- Restructuring roles or work sharing amongst groups where possible to permit working from home;
- Considering alternative solutions for work coverage: training additional back-ups for required in-person jobs, moving employees to their former roles during peak times or to provide information/insight that might help fill potential gaps;
- For bargaining unit employees, working with union leadership to provide flexible opportunities within current labor agreements or, to the extent necessary, to identify new opportunities for represented employees.

Employees and supervisors should work together to determine what flexibility is appropriate in each work group. Directors and above in each business unit are expected to establish as much consistency as possible across their organizations. We encourage individuals to develop creative solutions that maintain the balance between personal commitments and job responsibilities during this challenging time.

## Time-Off Due to COVID-19

FirstEnergy supports working flexibly and evaluating all possible options. In cases where work can't be flexed or remote work is not possible, the following time-off procedures are to be followed:

- Regular bargaining\* and non-bargaining employees who are unable to perform their job from home *and* have a qualifying reason may take paid time-off (with supervisor approval) using a new time code, CV19, to receive regular, straight time pay.
- Use of the time code CV19 should be a last resort after all flexibility and job modification alternatives have been exhausted. FirstEnergy does not want employees to be financially harmed by losing pay in a situation that is unavoidable and outside of the employee's control.
- Qualifying reasons to use CV19 include, but are not limited to:
  - Caring for your children due to day care or school closings when your spouse, domestic partner, or other responsible party is unable to provide the necessary family care;
  - Providing care for an elderly relative due to the lock down/closing of a nursing home or similar facility;
  - Quarantine situations as approved by corporate health and safety or mandated by a public health official/organization. See COVID-19 time scenarios for additional details.

Additional information on using time code CV19:

- Qualifying reasons need to be validated and approved by your supervisor before this time can be taken.
  - Employees are not required to submit documentation, but it does require supervisor approval in advance. Therefore, supervisors and employees are expected to discuss each situation.
- Where possible, employees should alternate family care needs due to COVID-19 with another family member or other responsible party in order to perform job responsibilities.
- CV19 should not be used if an employee becomes ill for any reason. (This would follow the normal sick time/short-term disability policies.)
- Corporate HR will monitor the use of this code on an ongoing basis.
- Non-exempt employees continue to be required to receive advance approval from their supervisor before working any overtime.

The COVID-19 time scenarios document provides a summary of the appropriate general time coding to follow for different situations related to COVID-19.

Please direct questions to your leadership, HR Business Partner or local HR Representative.

Note: This information is subject to change as practices and regulations related to COVID-19 are continuing to evolve.

\*For bargaining unit employees, the company will work with union representatives on these changes.