



Coronavirus (Covid-19) Communication

REVISED WORK SCHEDULE

In an effort to limit your exposure HERE at work, we have come up with a work schedule for the remainder of the week and through the week of April 13th.

It is important to understand that the following is based on the assumption that Pax, as a company, continue to be considered essential in the eyes of the State Government. This is subject to change with little notice.

Accounting, IT, Human Resources, Production Office, Purchasing, and Sales have varied schedules, but fall under the same 75% of their regularly scheduled work week.

Hours of operation:

- Dayshift – 6:00 AM – 4:30 PM
- Nightshift – 5:00 PM – 3:30 AM

Work Schedule:

Week Of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/23/2020	All	Group A	Group A	Group B	Group B	
3/30/2020	Group B	Group B	Group B	Group A	Group A	Group A
4/6/2020	Group A	Group A	Group B	Group B		
4/13/2020	Group A	Group A	Group A	Group B	Group B	Group B

(This schedule was revised for the 4th week from the schedule that was presented at this morning's meeting).

You will be paid for the days you are not working based on the schedule above. You may use Vacation or Personal Days at your discretion. However, you will not be allowed to use vacation in conjunction with the day you are not scheduled.

- For the 1st 2nd and 4th week, you are scheduled for 3 days of work and you will receive payment for the unworked 4th day.
- For the 3rd week (Easter week), you are scheduled for 2 days of work and you will receive payment for the unworked 3rd and 4th day.

Your Supervisors will have a Master Schedule of your Department available for your review.

Please let Mike, Jeff, Carol, or your supervisor know if you have any questions.