



Palmer Trucks

On the Road Since 1965

Corporate Headquarters
2843 S. Holt Rd. Indianapolis, IN 46241 | (800) 827 8421

To: All Palmer Trucks Team Members
From: The Executive Team
RE: COVID-19 Voluntary Leave of Absence Program

March 30, 2020

With the current impact and circumstances surrounding COVID-19, some team members have requested a leave of absence. In order to fulfill these requests, Palmer Trucks has implemented a temporary and **voluntary** leave of absence program.

Any full-time employee who has completed at least one year of continuous service may request unpaid personal leave for a period of up to 60 days. If an employee wishes to utilize this program, a request must be submitted in writing and approved. Requests should be submitted to one's reporting manager along with Human Resources at hrteam@palmertrucks.com. Many of you have general questions on the program and like to discuss. You can reach to Tom, Scott or Jacob. Our Contact information is located at the end of the email.

Frequently Asked Questions:

What about my vacation time?

Remaining vacation time would be paid out prior to the exhaustion of the unpaid leave of absence. The unpaid leave of absence may be up to 60 days.

If I request an unpaid leave of absence, do I retain my health insurance?

Yes, team members can take an unpaid leave of absence up to 60 days and still retain their health insurance.





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If I take an unpaid leave of absence, how do I pay my health insurance premiums? Does Palmer Trucks pay the premiums on my behalf?

Paying for premiums can be accomplished in two ways:

1. One could continue to pay weekly premiums out-of-pocket.
2. Upon returning to work, the company would allow one to pay back premiums paid on one's behalf through payroll deductions.

What if I don't return to work?

Should one not return to work upon completion of the unpaid leave of absence, the team member will receive a COBRA health insurance notification (See the Employee Handbook regarding COBRA). Please note that the unpaid leave of absence program is temporary and will be revised at a later date as circumstances change.

As always, Palmer Trucks is here to support and care for all team members. Additional resources, communication, and programs in response to the ever-changing COVID-19 situation can be found at <https://www.palmertrucks.me/virus>. Use this portal to find the latest HR programs, information on insurance and wellness, job-specific protocols, and support channels. If one has a specific need that has not been addressed or a question arises, please contact hrteam@palmertrucks.com.

CONTACT Call 317-247-8421 and they can transfer the call if necessary, or email to schedule a time.

Jake Nichols hr@palmertrucks.com

Tom Kapitan tkapitan@palmertrucks.com

Scott Nichols snichols@palmertrucks.com

