



Updated April 9, 2020

Mandatory Furlough: FAQs (US/Puerto Rico)

This document attempts to answer questions we anticipate many employees will have concerning the Mandatory Furlough recently implemented.

GENERAL

Q. What does it mean to be furloughed?

A. A furlough is a temporary time in which you will not work and will not get paid. Because it is temporary, we can call employees back to work quickly once business needs ramp back up. You remain an inactive employee during this time.

Q. Why are we implementing furloughs?

A. We anticipate a decline in our business in Q2 and are working to protect the future state of our company. In addition, our approach to furloughs:

- Will allow us to continue benefits for employees while they are not working;
- Will hopefully allow us to quickly bounce back from our current business situation; and
- Are less impactful to employees than a reduction in the workforce.

Q. How many weeks do I need to take?

A. You will be required to take two weeks of furlough during Q2. You may take this in one, two-week span or in two separate one-week spans, but you cannot take less than one full week at a time and the weeks must span Monday – Friday (as opposed to, for instance, Wednesday – Tuesday). Department Managers will work with their teams to determine the timing of people's furloughs.

Q. Where is this being implemented?

A. The two-week furloughs will be in place in the US, including Puerto Rico, for right now. We will be implementing measures in other countries consistent with legal requirements in those locations.

Q. Does this apply to salaried non-exempt employees as well as salaried exempt employees?

A. Yes, it applies to all salaried employees.

Q. I am a salaried employee currently working in a factory / warehouse / field services. How will this impact me?

A. You will continue to work your normal schedule to meet your location's business needs. Decisions relating to furloughs in these locations will be made based on business demand.

Q. Who will determine when my two weeks are taken?

A. For employees currently working from home, department managers should work with their teams to stagger the furlough weeks to ensure adequate coverage. Other salaried employees, such as those working in factories, warehouses and field services will follow the schedule for their location.

Q. When am I required to take my furlough?

A. You will work with your department manager to determine the timing of your furlough, but it must be taken by the end of Q2. The last week Salaried Exempt employees can take is the week beginning June 21. For Salaried Non-exempt, the last week is the week of June 14.

Q. Can I take the week of Memorial Day as one of my furlough weeks?

- A. You may take the week of Memorial Day as one of your furlough weeks.
- You not receive pay for the holiday during the furlough week
 - You may take your Memorial Day Holiday later in the year as a floating holiday
 - Salaried Non-Exempt Employees should not enter Memorial Day in eTime. When you take this holiday later in the year, enter it into eTime then as a holiday (not a floating holiday)

Q. When will my furlough be reflected in my paycheck?

- A. If you take as your furlough two consecutive weeks within the same pay period, you will not receive a paycheck. If you take your furlough in two separate one-week increments in two different pay periods, you will receive one week of pay in each pay cycle.

Q. Can I continue to work to meet my responsibilities while on furlough?

- A. No. While on furlough you cannot answer or conduct any work for the company. In order to protect employees from doing work while they are not being paid, we will be disabling access to company email while you are on furlough. If for some reason your email is not disabled or the disabling of your email is delayed, you still should not review or respond to emails while on furlough. Nor should you participate in work calls or respond to work phone calls or messages. You also should not access any Hubbell systems (SAP, myHubb, Hubbell University, etc.). Please use an appropriate out of office alert during this time, directing people to the appropriate person during your leave.

Here is an example of an appropriate out of office alert for you to use:

I am currently out of the office and will be returning on [Insert Date]. I will not have access to my email or voicemail and will not be available to respond to your message during this time. Should you have an immediate need that cannot wait until then, please contact [Insert Name and Contact Information].

You will need to load this message and activate your out of office alert on the Friday prior to your leave, as your access will be shutdown on Saturday.

Q. Why can't I work when I'm on furlough?

- A. Performing any work for the company while on furlough would be a violation of the law. At the direction of Hubbell, you may not work during this time.

Q. While I'm on furlough, how will I approve my employees' hours?

- A. Prior to your furlough, request proxy for your designated backup to approve hours in eTime on your behalf. You can do this by submitting a ticket to the Service Desk.

Q. While I'm on furlough, will I be able to access iPay to view my paystub?

- A. Yes. The iPay app will still be accessible. You can find a Quick Reference Guide outlining how to download the iPay app in the QRG tile on myHubb or from your HR Business Partner.

Q. While I'm on furlough, what do I need to do to ensure myHubb actions I am a part of are taken care of?

- A. myHubb allows you to assign a delegate to take action on transactions on your behalf while you're out of the office. This must be set the week before your furlough. You can find a Quick Reference Guide outlining how to assign your delegate in myHubb under the QRG Tile.

Q. I have a company car, company credit card, and/or a company gas card. Can I continue to use these while on furlough?

- A. You may continue to use your company car for personal use and the appropriate deductions will continue to be applied to your pay and the company will continue to pay the insurance. We will

not be deactivating gas cards or company cards, however, while on furlough you may not conduct any business, so no business-related expenses should be charged during that time.

Q. Can I take my vacation time instead of taking two weeks unpaid?

A. Unfortunately, no. If you have been impacted by the coronavirus in some way, you may be eligible for Hubbell's emergency paid leave program through April 30, or you can use your vacation time, but these cannot be used to supplement income during a furlough.

Q. Is vacation time being suspended during Q2?

A. No. While you cannot replace your furlough with vacation time in order to continue to be paid that week, we are not suspending vacation time or accruals during the quarter. Scheduled vacations, as approved by your manager, can still be taken.

Q. Can I separate the two weeks of furlough into increments of fewer than 5 days at a time to lessen the weekly pay reduction?

A. Unfortunately, no. In order to administer this, the furloughed weeks need to align with the payroll schedule. This is because exempt employees do not have their salaries reduced or increased based on the number of hours worked in a week. Employees in many states also would not be eligible to receive unemployment based on partial weeks.

Q. Can I still use the Emergency Paid Leave program?

A. The emergency paid leave program is scheduled to be in place until April 30. If you are eligible under the guidelines of the policy, you may take that time. This does not, however, take the place of the two-week furlough.

Q. Do we know if this will continue for the rest of the year?

A. Right now, this program is in place for Q2 only, but we will continue to evaluate our approach as we monitor the coronavirus crisis.

Q. When is Q2?

A. The second quarter of the year runs from April 1 through June 30.

Q. Am I guaranteed to have my job reinstated from furlough?

A. It is our plan at this time to return all employees back to work from furlough, and that is one of the reasons we are implementing this program instead of more permanent reductions in the workforce. However, you will remain an at-will employee of the Company while on furlough.

Q. Is leadership being required to take unpaid time, as well?

A. During Q2, the company's top leadership will be taking a 25% reduction in pay, and the executive leadership, which accounts for approximately 120 leaders, will take a 15% pay reduction for the whole quarter. Executives will be required to work during the quarter and cannot take a furlough instead of the pay reduction.

Q. Do I have the option of taking a reduction in pay during Q2 instead of two weeks of furlough?

A. At this time, we are not giving salaried or executive employees the option to choose between a reduction in pay or an unpaid furlough. Salaried employees taking a reduction in pay would not be eligible to apply for unemployment benefits to supplement the pay cut.

Q. How are we caring for hourly employees during this time?

A. Our hourly workforce has continued to report to their locations wherever possible to keep our company moving. As a recognition of their commitment and the natural anxiety that comes with reporting to a worksite during this pandemic, we are implementing appreciation pay equal to 10% pay of their pay for hours worked on site during Q2.

UNEMPLOYMENT INFORMATION

Q. Can I apply for unemployment during the two weeks of furlough?

- A. Yes, you can and are encouraged to do so. Employees will need to file unemployment claims on your own behalf. HR will work with ADP, our Payroll vendor, to ensure the necessary information is given to the state unemployment offices to help expedite your claim. The company cannot, however, file on your behalf – you will need to file for unemployment benefits in the state you work. You will need to file for each week that you are on furlough.

Q. Will I be eligible for unemployment if I take my furloughs in one week increments?

- A. In most states, yes. Eligibility rules vary by state, but most states have implemented emergency measures waiving one-week waiting periods and job search requirements for employees temporarily out of work due to the coronavirus, meaning you would not need to be out of work for longer than one week to be eligible for benefits in those states. Currently, there is still a one-week waiting period in place Wisconsin, for example.

Q. What benefits will I be able to get from unemployment? Will I be eligible for supplemental unemployment under the CARES Act?

- A. Unemployment benefits are determined on a state-by-state basis and are determined by the state unemployment agency in the state that you work. Employees eligible for unemployment also should be eligible for an enhanced unemployment benefit of \$600 through July 31, 2020, under the CARES Act. This is a flat amount and is in addition to the amount you would be eligible for under your state's unemployment scheme.

Q. If I live in a different state than I work, which state do I need to file for unemployment benefits?

- A. You should file for unemployment benefits in the state that you work.

Q. How do I file for unemployment benefits?

- A. You can file for unemployment benefits in most states over the phone, online or in person. Contact information for your state unemployment office will be included in your furlough notice.

Q. How long will it take me to receive unemployment benefits?

- A. Process times and eligibility rules vary on a state-by-state basis. Due to the unprecedented nature of this crisis, state unemployment departments are typically reporting that it may take 3-4 weeks for approved applicants to receive benefits. You should check the eligibility rules in your state. In some states you may be able to start your application ahead of your furlough date once you know what week(s) you will be on furlough.

BENEFITS INFORMATION

Q. Will I be eligible to receive my benefits while on furlough?

- A. Yes, you will be able to continue your benefits during the furlough. This includes your company paid benefits such as Basic Life Insurance and your elected, employee paid benefits such as Critical Illness. In addition, Hubbell will pay for your medical premium during the furlough and you will not have to pay your portion of the medical coverage during the furlough.

For any furlough up to two weeks, your benefits will continue to be paid through normal payroll deductions. Your paycheck will be credited for one biweekly medical premium amount. All other benefit payments are also collected through payroll. If you miss a paycheck during a furlough, your non-medical benefits will be double deducted upon your return to work.

If your furlough is longer than two weeks (for instance, if you elect a longer voluntary furlough), you will be direct billed for your non-medical benefits on monthly basis. You will not have to pay for the medical coverage during your furlough thus the monthly invoice will only include your non-medical benefits. Once you return to work, the final invoice will be reissued to reflect your accurate return to work date. If you have signed up for the MetLife Home or Auto coverage or the Nationwide Pet insurance, you will receive a separate monthly invoice for these benefits directly from the insurance carrier.

If you choose to terminate your employment with Hubbell following the furlough, you will be eligible for COBRA continuation of coverage for your medical, dental and vision benefits.

Q. Can I continue to use my current medical ID card?

A. Yes, your medical coverage will not be suspended while you are on furlough.

Q. While I'm on furlough, will I be able to access my benefits information?

A. Yes. You can access your benefits information at www.hubbellbenefits.com.

401(k)/DEFINED CONTRIBUTION PLAN

Q. Are we suspending the company 401(k) match or Company Retirement Contribution (CRC) for the quarter?

A. We are not suspending the company 401(k) match or CRC and you will continue to receive normal contributions on your earnings during the quarter. You will not receive a match or the CRC during your furlough because there will not be Company-paid earnings during that time.

Q. Will I be eligible to receive either the company 401(k) match or the 4% Company Retirement Contribution (CRC) during my furlough?

A. While you are on furlough, you will not receive any earnings through the company. Because of that, there will be no employee contribution and, therefore, no company match or CRC.

Q. What if I have a 401(k) loan balance?

A. Two-Week Furlough taken in one-week increments: Your loan will be removed from your paycheck for that period.

Two-week Furlough taken in two consecutive weeks during the same pay period: As you will not receive any earnings, there is no money to deduct the loan, so the loan will not be paid for that pay period. Your loan deduction will continue when you return to work and will change slightly in the near future. The loan deduction is re-amortized to accommodate for that one missed payment.

Note: In light of the CARES Act, Hubbell is working with T. Rowe Price to provide a loan suspension option for 2020. Please watch for future communications on this topic.

If you have any questions, you may call T. Rowe Price at 800-922-9945, 7:00am to 10:00pm ET. Please note if you do not make any additional loan payments after the leave period to T. Rowe Price your 401(k) loan balance will be reclassified from a loan to a distribution subject to potential Federal and State income tax withholding and possible excise tax, by the end of the quarter following the quarter your last loan payment was received by T.Rowe Price.

KEY CONTACT INFORMATION (US)

Your HR Business Partner department should be able to answer any questions that you may have. This is a list of additional contact information for benefits vendors referenced in this document:

CONTACT	WEBSITE	PHONE NUMBER
Alight Solutions	www.hubbellbenefits.com	+1 833-482-2236 (833-HubbBen)
WageWorks (Flexible Spending Account)	www.wageworks.com	1-877-924-3967
T Rowe Price	rps.troweprice.com	1-800-922-9945
Magellan (Employee Assistance Program)	www.magellanhealth.com/member	1-877-327-2562
Optum (Health Savings Account)	www.optumbank.com	1-800-791-9361