

To: Ooltewah Employees
From: Human Resources
Re: Delay Start Time to 8AM
Date: January 25, 2026

Monday, January 26th – Ooltewah operations will operate under an adjusted start time of 8am.

The additional time in the morning is intended to allow time for a safer commute with improved visibility.

 **Work will begin at 8am on Monday, January 26.**

PTO Payout Reminder

We understand that unexpected schedule changes can be stressful. Please remember that you may request a **PTO Payout in Infor** if you'd like to use it to cover missed time. Step-by-step instructions are available on **The Hook**.

Please do not put in a PTO Request for this time. It must be a **PTO Payout**.

Thank you for your flexibility and stay safe!

