

To: Ooltewah Employees
From: Human Resources
Re: Delay Start Time to 8AM for Sunday, February 1
Date: January 31, 2026

Sunday, February 1 – Ooltewah operations will operate under an adjusted **start time of 8am. (excluding the maintenance team).**

⚠ **Please be cautious as you make your way in to work tomorrow.**

⚠ **If you see an area that looks wet or icy, avoid that area and use another entrance.**

Thank you for your flexibility and stay safe!



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**.*