



8503 Hilltop Drive, Ooltewah, TN
423.238.4171

To: Ooltewah Employees
From: Human Resources
Re: Ooltewah Plant Closed Friday Due to Weather
Date: January 10, 2025

Hello Team,

The Ooltewah plants, including Plant 2 and 3, will be **closed on Friday, January 10**, due to weather conditions.

Maintenance team members should coordinate scheduling with Chris McGill.

We will continue to keep you informed via AtHoc and The Hook regarding plans for Saturday.

If you would like to initiate a payout of incentive or vacation time to cover missed time, please let your supervisor know how many hours you would like to be paid for by 11:30am on Saturday, January 11. This will allow time to input these requests prior to running normal payroll on Monday. Just as a reminder, incentive and vacation payouts must be taken in 2-hour increments.

Your safety is very important to us. If you have any questions or concerns, please reach out to your supervisor or a member of the HR team.