



8503 Hilltop Drive, Ooltewah, TN  
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**To: Ooltewah and Greeneville Employees**  
**From: Human Resources**  
**Re: Ooltewah Plants Closed Saturday Due to Weather**  
**Date: January 10, 2025**

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Hello Team,

The Ooltewah plants, including Plant 2 and 3, and Greeneville plants will be **closed on Saturday, January 11**, 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 Sunday.

**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.