

March 28, 2020

Department of Workforce Development
10 N Senate Ave.
Indianapolis, IN 46204

RE: Temporary Layoff at NHK Seating of America, Inc.

In conjunction with Governor Holcomb's Executive Order and business circumstances related to the COVID-19 Pandemic, NHK has implemented a temporary shutdown of our production operations in Frankfort, IN.

Approximately 883 employees are affected; 778 Full time Associate, 5 part time Associates, and 100 temporary Associates. The Temporary Associates are mainly from Staffing Resources, with a few from Morales, DXE/GCQA, and CFA Staffing.

NHK paid all employees for March 23-27 at their regular hourly rate.

Since it was necessary to extend the shutdown, plans are now to return to work on April 7, 2020 or when our customer, SIA Automotive, resumes production operations.

During the week of March 30-April 3, Associates may substitute vacation time (if available).

Insurance benefits for our full time Associates will continue to be paid for them during this temporary shutdown.

Associates were notified that they could apply for Unemployment benefits online.

If you have any questions or need more information, please contact me via email at schapin@nhkseating.com.

Thank you.

Sharon L. Keeney-Chapin
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