

March 23, 2020

RE: Moody Gardens Vacation Time during Furlough explained

Your Vacation benefits are available for payment during the furloughed period.

Moody Gardens offers payment of your available Vacation benefits as follows:

- You must request the Vacation days with Payroll by submitting the attached Leave Request form.
- Send your Leave request form to MyTimeOff@moodygardens.org
- Your Leave Request Form must be received before noon on Payroll Monday.
- You must be specific on the form with showing the day(s) you are requesting. Incomplete information may result in delays of your Vacation benefit pay.
- You may take up to 5 available Vacation days in a one week period.
- Moody Gardens will pay up to 10 available vacation days in a payroll period.
- The Vacation benefits would be paid according to regular payroll schedules.

Taking vacation pay during the furloughed period is not mandatory. It is up to your personal discretion whether you request the time or not.

Paid Time Off (known as PTO) is frozen and not available at this time. No PTO will be paid at this time.

Our employees are the heart and soul of our company, and we are doing everything we can to ensure your health and safety. We plan to get you back to work as soon as possible.

Patricia Garmon
Payroll Manager
Moody Gardens, Inc.
409-683-4424