



**Howmet Structural Systems**  
*Human Resources*  
1600 Harvard Avenue  
Cleveland, OH 44105-3092 USA  
Tel: 1 216 641 3600

April 21, 2020

Dear Howmet Employee:

This important message is being communicated to all current SUB (Supplemental Unemployment Benefits) eligible employees. The purpose of this letter is to re-communicate the procedure regarding SUB pay. Please refer to Article XXII of the 2017 Collective Bargaining Agreement.

According to our records, you are eligible for SUB pay, but it is necessary for you to follow the procedure listed below to establish your SUB benefit payment:

- You must provide, a copy of your Claim Summary (Payment Summary) or Determination of Unemployment Compensations Benefits received from unemployment for us to establish your S.U.B pay along with the complete Application for Weekly Sub Benefits form. This can be completed by the following:
  - A copy of your *Claim Summary (Payment Summary)* or *Determination of Unemployment Compensation Benefits* from unemployment, along with the *Application for Weekly Sub Benefits* form, must be emailed to Human Resources - [CLV-HRTeam@howmet.com](mailto:CLV-HRTeam@howmet.com)

**OR:**

- If you do not have access to email, the above can be dropped off at the Gate #5 Security Office, in a sealed envelope addressed to the attention of Human Resources, **Jennie Ischay**.

**If there is a change in your financial or personal status, (i.e. you find employment with another company, receive additional income from unemployment, become eligible for disability, or have a change in your personal demographics such as address or phone number) you must notify the Human Resources department immediately. Failure to do so can disrupt your SUB pay benefits.**

Sincerely,

Human Resources  
Howmet Structural Systems