



As a result of Governor Whitmer's Executive Order 2020-21 relative to the COVID-19 pandemic, we are placing you on a temporary unpaid leave of absence from employment at Target Steel. This leave of absence takes effect immediately and may last up to 120 days. We believe this designation will entitle you to unemployment benefits. Enclosed is information regarding our Michigan UIA account and steps that need to be taken by you to claim the benefits. As a courtesy to you, Target Steel will cover your Health Insurance benefits through May 31, 2020. Effective June 1, 2020 you will no longer have health insurance through Target Steel. Due to this change, we recommend you explore the options available through the Health Insurance Marketplace. With the uncertain situation we find ourselves in, this designation is subject to change. If it does, we will notify you accordingly. If you have any questions or need additional information, please feel free to call.

Sincerely,

Cheryl Shelton

Human Resource Manager

Target Steel

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