



Dear Thermal Structures Team Member,

Thermal Structures, Inc. (TSI) will be closing its facilities located at 2362 Railroad Street, Corona, California 92878, and 2800 Airwest Blvd, Plainfield, Indiana 42816, and 2702 7th Avenue S., Fargo, North Dakota 58103, in observance of the Thanksgiving and Year-End holidays.

Closure Dates:

- **Thanksgiving: (Planned)** November 24, 25, 26 (Monday–Wednesday)
- **Year-End: (Expected)** December 29 & 30 (Monday–Tuesday)

All TSI Team Members and Temporary Associates will be affected by these closures unless specifically instructed by their General Manager to work during this time. This letter serves as formal notice in compliance with the California and Federal Worker Adjustment and Retraining Notification Act (WARN). Please note, this is a temporary shutdown, and there are no bumping rights. A copy of this notice will also be included with payroll on August 21, 2025.

Work During Plant Closure

Team Members are only permitted to work during closures if explicitly requested in advance by their manager. Unless on **pre-approved vacation**, all Team Members are expected to return to work at the conclusion of each closure period. Closures for your specific department will be confirmed as we get closer to the planned/expected dates.

To qualify for **Holiday Pay**, Team Members must:

- Have successfully completed their 90-day probationary period (salaried exempt employees excluded),
- Work their full, scheduled shift immediately **before and after** the holiday, and
- Not exceed their accrued vacation balance if requesting time off.

TSI does not permit the use of unaccrued vacation time, and California Paid Sick Leave may not be used during the Thanksgiving closure period.

THANKSGIVING CLOSURE

- **Paid Holidays:**
 - **November 27 (Thanksgiving Day):** All eligible Team Members
 - **November 28 (Friday):** Eligible Team Members not on a 4x10 schedule
- **Unpaid Days:** November 24, 25 & 26
 - Eligible Team Members may use accrued vacation time.

- **Reopen Date:** Monday, December 1, 2025

Plant Hourly Team Members (4x10 Schedule):

- May request accrued vacation pay for November 24–26, if requested in advance.
- November 28 is a regular unpaid day off.
- Submit vacation requests via ADP no later than **November 14**.
- CA Paid Sick Leave may not be used.

Salaried & Office Hourly Team Members:

- May use accrued vacation for November 24–26, if requested in advance.
- November 27 & 28 are paid holidays for eligible Team Members.
- CA Paid Sick Leave may not be used.

| NOVEMBER 2025 | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|---|---|
| 24 | 25 | 26 | 27 | 28 |
| Plant Closed Vac or Unpaid | Plant Closed Vac or Unpaid | Plant Closed Vac or Unpaid | HOLIDAY Paid for all Eligible TM's | HOLIDAY Paid for non 4x10 Schedule |

YEAR-END CLOSURE

- **Paid Holidays:** December 24, 25, 31, and January 1 & 2
- **Unpaid Days:** December 29 & 30
 - Eligible Team Members may use accrued vacation time.
- **Reopen Date:** Monday, January 5, 2026

Plant Hourly Team Members (4x10 Schedule):

- May request accrued vacation pay for December 29 & 30.
- December 26 & January 2 are regular unpaid days off.
- Submit vacation requests in ADP by **December 21**.
- Available balance of CA Paid Sick Leave may be used, if requested in advance.

Office Hourly Team Members:

- May use accrued vacation or available paid sick leave for December 29 & 30.
- Available balance of CA Paid Sick Leave may be used, if requested in advance.
- All other listed holidays are paid for eligible Team Members.



Salaried Team Members:

- December 24 & 25 are paid holidays.
- December 26 is a regularly scheduled workday.
- December 29 & 30 are unpaid unless accrued vacation is used, if requested in advance.
- Available balance of CA Paid Sick Leave may be used.
- Submit vacation/sick requests in ADP by **December 21**.

| DECEMBER 2025 | | | | |
|-----------------------|-----------------------|--|--|-----------------------|
| 22 | 23 | 24 | 25 | 26 |
| Regular Work Schedule | Regular Work Schedule | HOLIDAY Paid for all Eligible TM's | HOLIDAY Paid for all Eligible TM's | Regular Work Schedule |

| DECEMBER 2025 & JANUARY 2026 | | | | |
|---|-------------------------------|--|--|--|
| 29 | 30 | 31 | 1 | 2 |
| Plant Closed Vac or Unpaid | Plant Closed Vac or Unpaid | HOLIDAY Paid for all Eligible TM's | HOLIDAY Paid for all Eligible TM's | HOLIDAY Paid for non 4x10 Schedule |

Reminder: Only Team Members pre-authorized by their General Manager may work during the shutdown periods.

Finally, while this data can be used for planning purposes, these anticipated closures are subject to change if business needs dictate.

We hope this advance notice supports your holiday planning. Should you have any questions regarding time off, pay eligibility, or scheduling, please contact Human Resources.