



Physical Address:  
52275 State Road 933 North  
South Bend, IN 46637

Mailing Address:  
P.O. Box 1557  
South Bend, IN 46634

Date: November 4, 2025

To: All Hourly Employees

Dear Team,

As you are aware, JMS Engineered Plastics has experienced a slowdown in orders and production. After carefully weighing all options and the impact on both the company and employees, we have made the difficult but necessary decision to implement temporary operational adjustments in November and a planned year-end shutdown in December.

#### November Schedule Adjustments

- Friday Shutdowns (Hourly Employees Only): The plant will be closed every Friday in November for hourly employees.
- Temporary Layoff: Friday, November 14, 2025 – Monday, December 1, 2025. During this period, hourly employees will be temporarily laid off.

#### December Year-End Shutdown (Hourly Employees)

- Shutdown Dates: Thursday, December 18, 2025 – Sunday, January 5, 2026
- Hourly employees will not report to work during this period. Supervisors will provide guidance on vacation usage if desired.

#### Health Care Coverage

- JMS will continue employee health insurance coverage and cover the employee share of premiums during all layoff periods.
- Benefits will remain active; normal payroll deductions resume when payroll restarts.

#### Pay, Time Off, and Retirement Contributions

- Employees will receive pay through their **last day worked** prior to each shutdown or layoff.
- Vacation may be used to maintain income if desired.
- Employees may be eligible for Indiana unemployment benefits during the November layoff ([www.in.gov/dwd](http://www.in.gov/dwd)).
- 401(k) contributions and company matching will be suspended during these periods.

These measures are designed to preserve jobs, maintain financial stability, and position JMS for a strong start to the new year. Thank you for your professionalism, understanding, and continued commitment to JMS Engineered Plastics.

Sincerely,  
Rob Walker  
JMS Engineered Plastics