



COVID-19 Update: Extended Paid-Time Off

To: AT&T Corporate and AT&T Communications employees worldwide, and U.S.-based AT&T Latin America employees

We have a responsibility like no other company. Our FirstNet first responders, healthcare providers, schools and other essential businesses depend on us to stay connected. Thank you for all you are doing to support your families and our customers during this challenging time.

The health and well-being of our employees is our top priority. With that in mind, we are closing additional AT&T stores across the nation, significantly reducing our retail footprint to a minimum number of locations required to serve those depending on us for critical services. We're also ensuring that all of our front-line employees have the necessary supplies to keep their hands and work areas clean throughout the day.

We are all in this together, and we continue to assess the impact of COVID-19 on our business, our people and our communities. Some of you have specific needs and cannot fulfill your roles either at the workplace or from home during this time – so we want to continue to help. We are extending our original 80 hours of paid, excused time off to up to a total of 160 hours for the following scenarios:

- Employees who tested positive for COVID-19 and remain quarantined.
- Employees who are at higher risk due to an underlying health condition (60+, heart disease, lung disease, diabetes, cancer).
- Parents or guardians of children whose schools or daycares have closed for COVID-19 and for whom another child care option is not yet available.
- **(NEW)** Primary caregiver for someone diagnosed with COVID-19 who is unable to provide self-care.

For employees who are not sick but are self-quarantining due to recent travel to a CDC Level 3 country or exposure to the virus, we will continue to provide up to 80 total hours of paid, excused time off.

Please note that the last day you can take off under this temporary policy is May 1, 2020. Employees who anticipate that they may need time beyond what these new temporary benefits allow should prepare now to take advantage of our existing benefits plans. These include paid time off, unpaid leave, or short-term disability options that provide up to 52 weeks, but typically at least 26 weeks, of full or partial pay for individuals with a medically-

diagnosed disabling condition. To help provide employees with peace of mind, we're taking steps to make the short-term disability application process easier.

If you have any of these needs, please visit [COVID-19 Employee Resources](#) to submit your request. And if you've previously submitted a request but need to use the extended benefits, you will need to extend your original request.

True to our corporate values, we've designed these temporary benefits to be among the most generous of any industry. We will let you know if these plans change given the unique situation we are facing.

We understand what a challenging time this is and we are grateful that the number of our employees infected remains low. However, the number of you that have been impacted is much greater – whether as caretakers, parents, family members or friends. For those that have felt the effects of COVID-19 on a deeper level, our thoughts and well wishes are with you.

Thank you for all you're doing to deliver on the important responsibility bestowed upon us. It's making a great deal of difference as our nation's first responders, healthcare providers, government leaders, educators and critical businesses turn to us for support through this unpredictable storm.

Stay safe, be well and continue to do what you do best – be there for each other.