



**TO:** MBV Team Members

**SUBJECT:** 2024 Summer Shutdown Plans

**DATE OF COMMUNICATION:** Wednesday, April 3, 2024

**EFFECTIVE DATE:** Wednesday, April 3, 2024

Dear MBV Team Members,

This communication confirms the 2024 Summer Shutdown dates. Several important updates and installations will take place during this shutdown as well as other key projects to support our plant's strategic goals.

**Team members may be requested to support with testing, line-filling, training, or other activities during the shutdown period. These team members will receive direct communication from their supervisor regarding their individual schedule.**

The 2024 Summer Shutdown will last three weeks, from June 22<sup>nd</sup> – July 14<sup>th</sup>, and will only impact the hourly Team Members' schedule. All office (salaried exempt & non-exempt) Team Members will be able to continue their regular schedule. MBV has decided to provide additional paid Shutdown Days to our hourly Team Members. With that, Team Members' shifts will be covered through a combination of designated company holidays, vacation, floating holidays, and additional shutdown days.

**During the 2024 Summer Shutdown, team members who are not asked to work will be responsible to cover a total of 4-5 days with vacation or unpaid time off, depending on shop scheduling.** Please use the below information to plan your remaining vacation accordingly. Your supervisor will contact you directly and inform you of any days that you are required to work during any of the scheduled shutdown period. We appreciate your contribution in preparing our facility for continued success through these planned shutdown periods. All other company holidays remain as previously announced – you can see the [2024 Holiday Schedule here](#).

**@Leaders** - Please discuss this information with your team members as well as any onsite contractors or suppliers within your area of responsibility as soon as possible.

## **2024 Summer Shutdown – Confirmed Dates**

- The plant will shut down after second shift ends at 10:10PM on Friday, June 21<sup>st</sup>.
- As previously communicated, Thursday, July 4<sup>th</sup> will be a paid holiday for all team members.
- Four Shutdown Days will be allocated for hourly Team Members
  - Team Members are required to work the scheduled shift before and after the Shutdown Dates to be eligible.
  - Team Members required to work on a designated Shutdown Day will receive the equivalent payout.
- Team members are asked to cover **4-5 days** - with vacation or unpaid.





### Summer 2024 - Weeks 06/16 - 06/29/2024 (=1 pay cycle)

### ALL SHOPS

Start and end times	Sunday 6/16	Monday 6/17	Tuesday 6/18	Wednesday 6/19	Thursday 6/20	Friday 6/21	Saturday 6/22
<b>1st Shift</b>	Off	6:00am-2:15pm	6:00am-2:15pm	Holiday	6:00am-2:15pm	6:00am-2:15pm	Off
<b>2nd Shift</b>	Off	2:10pm-10:10pm	2:10pm-10:10pm	Holiday	2:10pm-10:10pm	2:10pm-10:10pm	Off
<b>3rd Shift</b>	8:50pm-6:05am	10:05pm-6:05am	10:05pm-6:05am	Holiday	10:05pm-6:05am	Off	Off

  

Start and end times	Sunday 6/23	Monday 6/24	Tuesday 6/25	Wednesday 6/26	Thursday 6/27	Friday 6/28	Saturday 6/29
<b>1st Shift</b>	Off	VAC/Unpaid	SHD	FHOL	FHOL	VAC/Unpaid	Off
<b>2nd Shift</b>	Off	VAC/Unpaid	SHD	FHOL	FHOL	VAC/Unpaid	Off
<b>3rd Shift</b>	VAC/Unpaid	SHD	FHOL	FHOL	VAC/Unpaid	Off	Off

- 1 SHD
- 2 FHOL
- 1 HOL
- 2 VAC
- 4 PROD
- 0 TR

### Summer 2024 Weeks 6/30 - 7/13/2024 (=1 pay cycle)

### Body

Start and end times	Sunday 6/30	Monday 7/1	Tuesday 7/2	Wednesday 7/3	Thursday 7/4	Friday 7/5	Saturday 7/6
<b>1st Shift</b>	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
<b>2nd Shift</b>	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
<b>3rd Shift</b>	VAC/Unpaid	FHOL	FHOL	VAC/Unpaid	Holiday	Off	Off

  

Start and end times	Sunday 7/7	Monday 7/8	Tuesday 7/9	Wednesday 7/10	Thursday 7/11	Friday 7/12	Saturday 7/13
<b>1st Shift</b>	Off	TR	TR 8:00am-5:00pm Online Available	SHD	6:00am-2:15pm	VAC/Unpaid	Off
<b>2nd Shift</b>	Off	TR 8:00am-5:00pm Online Available	6:00am-2:15pm	SHD	TR 8:00am-5:00pm Online Available	6:00am-2:15pm	Off
<b>3rd Shift</b>	Off	TR	TR 8:00am-5:00pm Online Available	6:00am-2:15pm	SHD	Off	10:05pm-6:05am

- 1 SHD
- 2 FHOL
- 1 HOL
- 2-3 VAC
- 1-2 PROD
- 2 TR





### Summer 2024 Weeks 6/30 - 7/13/2024 (=1 pay cycle)

### Paint

Start and end times	Sunday 6/30	Monday 7/1	Tuesday 7/2	Wednesday 7/3	Thursday 7/4	Friday 7/5	Saturday 7/6
1 <sup>st</sup> Shift	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
2 <sup>nd</sup> Shift	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
3 <sup>rd</sup> Shift	VAC/Unpaid	FHOL	FHOL	VAC/Unpaid	Holiday	Off	Off

  

	Sunday 7/7	Monday 7/8	Tuesday 7/9	Wednesday 7/10	Thursday 7/11	Friday 7/12	Saturday 7/13
1 <sup>st</sup> Shift	Off	TR	TR	SHD	6:00am-2:15pm	VAC/Unpaid	Off
2 <sup>nd</sup> Shift	Off	8:00am-5:00pm Online Available	8:00am-5:00pm Online Available	SHD	VAC/Unpaid	6:00am-2:15pm	Off
3 <sup>rd</sup> Shift	Off	Online Available	Online Available	6:00am-2:15pm	SHD	Off	10:05pm-6:05am

- 1 SHD
- 2 FHOL
- 1 HOL
- 2-3 VAC
- 1-2 PROD
- 2 TR

### Summer 2024 Weeks 6/30 - 7/13/2024 (=1 pay cycle)

### Assembly

Start and end times	Sunday 6/30	Monday 7/1	Tuesday 7/2	Wednesday 7/3	Thursday 7/4	Friday 7/5	Saturday 7/6
1 <sup>st</sup> Shift	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
2 <sup>nd</sup> Shift	Off	VAC/Unpaid	FHOL	FHOL	Holiday	VAC/Unpaid	Off
3 <sup>rd</sup> Shift	VAC/Unpaid	FHOL	FHOL	VAC/Unpaid	Holiday	Off	Off

  

	Sunday 7/7	Monday 7/8	Tuesday 7/9	Wednesday 7/10	Thursday 7/11	Friday 7/12	Saturday 7/13
1 <sup>st</sup> Shift	Off	Off	TR	TR	VAC/Unpaid	SHD	6:00am-2:15pm
2 <sup>nd</sup> Shift	Off	VAC/Unpaid	8:00am-5:00pm Online Available	8:00am-5:00pm Online Available	SHD	6:00am-2:15pm	Off
3 <sup>rd</sup> Shift	Off	SHD	Online Available	Online Available	6:00am-2:15pm	Off	10:05pm-6:05am

- 1 SHD
- 2 FHOL
- 1 HOL
- 4-5 VAC
- 1 PROD
- 2 TR





Summer 2024 Weeks 7/14 - 7/20/2024 (=1 pay cycle)  
ALL SHOPS

- 0 SHD
- 2 FHOL
- 1 HOL
- 2-3 VAC
- 4 PROD
- 0 TR

Start and end times	Sunday 7/14	Monday 7/15	Tuesday 7/16	Wednesday 7/17	Thursday 7/18	Friday 7/19	Saturday 7/20
<b>1<sup>st</sup> Shift</b>	6:00am-2:15pm	6:00am-2:15pm	6:00am-2:15pm	6:00am-2:15pm	6:00am-2:15pm	6:00am-2:15pm	Off
<b>2<sup>nd</sup> Shift</b>	2:10pm-10:10pm	2:10pm-10:10pm	2:10pm-10:10pm	2:10pm-10:10pm	2:10pm-10:10pm	2:10pm-10:10pm	Off
<b>3<sup>rd</sup> Shift</b>	Off	10:05pm-6:05am	10:05pm-6:05am	10:05pm-6:05am	10:05pm-6:05am	10:05pm-6:05am	Off

**Further information regarding training to come at a later date. Please anticipate being in attendance in-person and/or virtual for these assigned training dates.**

Thank you very much for your continued cooperation and flexibility. As always, MBV will pay hourly team members for the hours worked and will pay overtime to hourly team members who work more than 40 hours in one work week.

If you have any questions, please see your direct supervisor.

Sincerely,

Axel Bense  
President & CEO  
Mercedes-Benz Vans, LLC

Matt Hamrick  
Head of HR  
Mercedes-Benz Vans, LLC

