



2022 Manufacturing Department Shutdown

To – Manufacturing/Production Hourly Employees
From – HR Department
May 12, 2022

Dear Employees:

Navitas Manufacturing Department will be announcing one week of Department Shutdown due to Business & Economic Reason.

Shutdown week for 2022 is defined as Sunday, July 3 through Saturday, July 9.

Company is mandating the use of PTO during this year's shutdown.

Employees who have specialized job may be selected to work based upon special skills required. Any adjustment in hours or exception in schedule must be pre-approved by Department Head.

For Jackson Facility – Jonathan Weisberg
For Venture Facility – David Backus

Production start-up will occur on Monday July 11, 2022.

Have a safe and enjoyable shutdown week!