



APPLICATION FOR WEEKLY SUB BENEFITS

Employee Name _____

Employee ID _____

Email _____

Phone _____

Number of Dependents being claimed _____

DIRECTIONS:

- 1) In order to establish SUB pay, please submit a copy of your *Claim Summary (Payment Summary)* and / or *Determination of Unemployment Compensation Benefits* from unemployment, along with the Howmet *Application for Weekly Sub Benefits* form, must be emailed to Human Resources: CLV-HRTeam@howmet.com
- 2) For every week that you receive unemployment compensation, please submit a copy of your *Claim Summary (Payment Summary)* from unemployment. If you do not submit this to HR weekly, you will not receive SUB for that week. Makeup weeks are available. Please email your weekly unemployment statements to CLV-HRTeam@howmet.com
- 3) If you do not have access to email, the above can be dropped off at the Gate #5 Security Office, in a sealed envelope addressed to the attention of Human Resources, Jennie Ischay. You can also mail it to: Howmet Aerospace, Attn: Jennie Ischay, 1616 Harvard Ave, Bldg 53-5, Newburgh Heights, OH 44105
- 4) **If there is a change in your financial or personal status, you must notify HR immediately.** Failure to do so could disrupt your SUB pay benefits and / or result in recoupment of compensation. Examples below of financial or personal changes, including but not limited to:
 - find employment with another company
 - receive additional compensation from unemployment
 - receive or discontinue to receive compensation as a result of the CARES Act
 - become eligible for disability
 - or have any demographic changes (such as an address or phone number)

GUIDELINES:

- Please refer to Article XXII of the 2017 Collective Bargaining Agreement regarding Supplemental Unemployment Benefits
- Paycheck date for the SUB payroll is Monday
- There are no off-cycle checks available for the SUB payroll process
- If you do not submit a weekly unemployment compensation statement to HR, make-up weeks can be available provided you submit those missed weeks to HR