**Theatre Hourly Employees**

Q.When do I stop working?

A. 3/19/2020 will be the last day.

Q. When will I be paid?

A. You will be paid on 3/26/2020.

Q. What is the layoff date?

A. The layoff is effective 3/27/2020.

Q. Why am I being laid off?

A. We were forced to make this incredibly difficult decision due to the closing all of Cinemark’s domestic theatres on 3/17/20 . This was done to insure safety of our Guests and employees against Coronavirus. At this time, we are uncertain as to when the operations will restart. Once the situation improves and we are ready to reopen our theatres, we will welcome you all to apply for a job with Cinemark.

Q.          How much am I going to be paid?

A. You will continue to be paid until 3/19/2020. In addition, we are going to pay each hourly theatre employee severance pay in the amount of one week. For the week of 3/20/2020 - 3/26/2020 based on an amount equal to a 4-week average hours worked. (1/17/2020 begin date – 2/13/2020 end date)

Q. Why did you select this 4-week average?

A. We took weeks that were not impacted by the Covid 19, slow down.

Q. When do I get paid?

A. The pay check will be paid on 3/26/2020.

Q. What are the pay period schedules?

A. See pay period schedule below:

Schedule 1 Hourly Employees:

|  |  |  |  |
| --- | --- | --- | --- |
| Pay Period Start | Pay Period End | Check Date |  |
| 3/13/2020 | 3/26/2020 | 3/26/2020 | Hours worked 3/13 through 3/19 and for the week 3/20 through 3/26\*. |

Schedule 2 Hourly Employees:

|  |  |  |  |
| --- | --- | --- | --- |
| Pay Period Start | Pay Period End | Check Date |  |
| 3/6/2020 | 3/26/2020 | 3/26/2020 | Hours worked 3/6 through 3/19 and for the week 3/20 through 3/26\*. |

\*Note: The severance pay will be the week from 3/20/2020- 3/26/2020 and is based on an amount equal to 4-week average hours worked (1/17/2020 begin date – 2/13/2020 end date)

Q. How do I get my 3/26/2020 paycheck?

A. You will be paid the same method as your regular paycheck which is either direct deposit, pay card or live paycheck. Employees with live paychecks can retrieve their paycheck at the theatre on March 26th. If you are self-quarantined, or live in an area that has enacted “shelter in place” or access to the theatre is not being allowed, please notify your theatre via email or Human.Resources@cinemark.com, and your paycheck will be mailed to you. Please notify your manager by **Monday 3/23/2020 noon Central Time** if you require your paycheck to be mailed to you. It will be mailed to your address on file and by regular mail.

If you have a live paycheck, and have time to sign up for direct deposit or pay card, please do so immediately by contacting your GM. There may be unforeseen delays due to flights and various mail couriers.

Q.           How do I receive my last paystub so I can file for unemployment?

A.           The GM will be sent the employees’ paystubs for check date 3/26/2020.  You can arrange an available time to pick it up from the theatre, or have it electronically sent to you.

Q. Can I file for unemployment?

A. Yes, you may file for unemployment with your state unemployment agency as many states have on-line services. Please contact your state unemployment agency for more details. See attached list for state agencies.

Q.          How long do I have my healthcare coverage?

A. Your healthcare coverage will terminate on March 31, 2020. As a gesture of goodwill, Cinemark will be paying the full COBRA costs for the month of April which will be paid as a lump sum in your pay check on 3/26/2020.

Note: Cinemark will not pay the insurance company directly for the month of April. In case you choose to continue your healthcare coverage with the Cinemark plan via COBRA, you need to complete the COBRA packet enrollment which will be mailed to you in 2 weeks.

Q. What happens to my healthcare coverage after April?

A. Our COBRA administrator- TaxSaver, will be mailing COBRA packets to your address on file. The COBRA packet will contain information regarding cost to continue coverage as well has how long you can continue the coverage.

Q. What resources are available to the terminated employees?

A. Alliance Work Partners our EAP (Employee Assistance Program) is available for 6 months post your date of lay off. Please contact them at 1-800-343-3822 or via the website at awpnow.com. An additional resource is the Will Rogers Foundation, please contact Samantha Stapleton, samantha@wrmail.org or via phone 323-688-2533.

Q. What happens if I have a 401K loan that I have to pay back?

A. How it works is if an employee is separated from employment with Cinemark, they are responsible for the 401(k) loan balance.  The employee has one quarter to pay the loan back.   If the employee is unable to pay the loan back the outstanding balance is considered income to the employee and would be subject to taxes and possible penalties.  We recommend that you contact Empower regarding your loan if you have additional questions regarding the loan.  You might also want to discuss tax implications with your tax advisor.

Empower’s Contact Information:

<https://participant.empower-retirement.com/participant/#/loginHelp>

To speak with a representative regarding your account, contact us Monday - Friday between 6 a.m. - 8 p.m. Mountain time, and Saturdays between 7 a.m. - 3:30 p.m. Mountain time.

Phone Number: 1-855-756-4738

Q. When the theatre opens again, who will notify me?

A. The General Manager will be reaching out to all employees at such time, please ensure we have your current contact information on file.