

June 17, 2020

Via Certified Mail

Deborah Hennessey
Workforce Transition Unit
Michigan Department of Career Development Workforce Programs
Victor Office Center - 5th Floor
201 North Washington Square
Lansing, Michigan 48913

**Re: Announcement of Mass Layoff**

Dear Name:

Swissport SA USA, LLC ("Swissport") is writing to give you notice of a Mass Layoff of Employees providing Passenger and Baggage Handling Services at GRR. The affected Swissport employment sites are located at: Gerald R Ford International Airport.

COVID-19 has immensely impacted air travel globally in the past few weeks. Many flights have been cancelled and multiple international carriers have suspended operations. Due to the cancellation of these flights, Swissport is unable to sustain the workforce it currently has at GRR without revenue from the airlines. Because this impact to the business was unforeseeable, Swissport was unable to provide the required 60-day notice under the Federal WARN Act. These layoffs are expected to be permanent. Layoffs began on April 25, 2020. We are not able to accurately predict a schedule for making separations of employment, but it is anticipated all employees will be separated by the end of June 2020. A list of job titles and numbers of affected employees is attached as Schedule A.

All affected employees and their bargaining representative have been notified either in-person or via first class mail of their layoff and that their separation from employment will be temporary. All other notices required under state and federal law are also being sent contemporaneously on 17 June 17, 2020.

There will not be any bumping rights for the affected employees, that is, employees will not be able to displace more junior employees out of their job positions as a result of these layoffs.

To the extent that the above actions constitute a covered event under the Federal and/or State Worker Adjustment and Retraining Notification Act or any other law requiring advance notice, this letter is intended to fulfill any requirements of such laws. By providing this information, however, Swissport does not concede that such laws apply or that notice is required.

If you have any questions or would like additional information concerning this matter, please contact Gene Cross, General Manager, Swissport GRR Airport, gene.cross@swissport.com, 616-734-4543.

Sincerely,

Gene Cross
General Manager

Attachments: Schedule A (List of Job Titles and Number of Employees Affected)

SCHEDULE A - LIST OF JOB TITLES AND NUMBER OF AFFECTED EMPLOYEES

<u>POSITION TITLE</u>	<u>NUMBER OF AFFECTED EMPLOYEES</u>
GRR-Passenger Service Agent	27
GRR-Baggage/Ramp handling Agent	28

TOTAL IMPACTED	55
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