



To: Suppliers of Non-Employee Resources Globally
From: Citi Non-Employee Staffing Office
Re: Communication About Friday, May 22

On May 19, 2020, a communication intended for Citi employees was sent to the non-employee population as well. The communication announced that Friday, May 22, 2020 will be a Citi Day Off in gratitude for the hard work performed by the company during the COVID-19 crisis.

The non-employee population is welcome to take the day off. If a non-employee is planning to take the day off, please note that the guidelines that apply for any other day off would remain the same. In most countries, that means Citi only pays for the time worked or the deliverable approved, and not the day off. Non-employees must log only time worked on timesheets and suppliers are expected to invoice only time worked.

Please speak to your employees today to address any questions regarding compensation for time off and ensure they understand what guidelines they should follow.

Please reference the Frequently Asked Questions (FAQ) on the next page for any additional questions.

We thank you and your employees for their hard work and dedication to our projects.

Regards,

Erika Federico
Global Head of the Non-Employee Staffing Office



Frequently Asked Questions

Guidance on Day Off for Non-Employees

Is My Non-employee Eligible to Take May 22 Off?

Yes, non-employees are welcome to take May 22 off to relax and enjoy a long weekend. If your employee takes the day off, they should still enter zero hours worked on their timesheet and Citi will not be paying the supplier for that time.

Will Non-employees be Compensated if They Take The Day Off?

As non-employees work for an employer/supplier, the supplier will need to determine if their employee is eligible for payment based on the employment agreement or country specific laws that govern the relationship between the supplier and their employee. Suppliers should always ensure accurate time is submitted on Citi timesheets.

What should I do if my employee informs me that the manager agreed to pay them for the day off?

As our supplier, you are expected to advise your employee to only enter true time worked and ensure they only ever enter accurate time. If you have any concerns with how to address this, please contact the Staffing Office.

Can Non-Employees work on May 22 if they choose to, or if coverage is needed?

This is at manager's discretion. The manager will need to ensure that the non-employee can be productive if others are not working that day before approving.

Some Countries have laws where Citi may be obligated to pay for the day off on May 22, 2020 for temporary staff non-employees. What are the potential applicable countries?

Hungary	Slovakia	South Africa
Ukraine	Jordan	Kuwait
Lebanon	Ivory Coast	Senegal
Cameroon	Gabon	Congo
Czech	France	Bulgaria
Luxembourg	Romania	Kazakhstan
Russia	Switzerland	Egypt
Algeria	Germany	