



DO NOT REMOVE

**INTER DEPARTMENTAL
CORRESPONDENCE**

TUESDAY, 16 APRIL 2013

TO: ALL EMPLOYEES

FROM: H. R. BRUCKNER
VICE PRESIDENT
HUMAN RESOURCES

***** REVISED *****

SUBJECT: PLANT VACATION SHUTDOWN 2013

THIS IS TO ADVISE ALL EMPLOYEES, THAT THE PLANT VACATION
SHUTDOWN FOR 2013 WILL BE AS FOLLOWS:

LAST DAY OF WORK - FRIDAY, JULY 5, 2013
RETURN TO WORK - MONDAY, JULY 22, 2013

VACATION LISTS

VACATION ENTITLEMENT LISTS WILL BE POSTED IN YOUR
DEPARTMENT IN THE NEAR FUTURE.

H.R. Bruckner

H. R. BRUCKNER

NOTE: IF THERE ARE ANY EXCEPTIONS TO THE ABOVE,
EMPLOYEES WILL BE NOTIFIED BY THEIR FOREMAN.

HAVE A SAFE VACATION!