



**INTER DEPARTMENTAL
CORRESPONDENCE**

MONDAY, 25 JUNE 2012

TO: ALL EMPLOYEES

FROM: H. R. BRUCKNER
VICE PRESIDENT
HUMAN RESOURCES

**SUBJECT: DESIGNATED HOLIDAY – CANADA DAY
TO BE OBSERVED ON MONDAY, JULY 2, 2012**

IN RECOGNITION OF CANADA DAY, JULY 1, 2012 AS A PAID HOLIDAY, THE PLANT AND OFFICES WILL CEASE OPERATIONS AT THE COMPLETION OF EMPLOYEES' REGULARLY SCHEDULED SHIFTS PRIOR TO JULY 2, 2012.

OPERATIONS WILL BE RESUMED ON EMPLOYEES' NEXT REGULARLY SCHEDULED SHIFT AFTER JULY 2, 2012.

TO BE PAID FOR THIS HOLIDAY, IT WILL BE NECESSARY FOR SENIORITY EMPLOYEES TO WORK THEIR SCHEDULED HOURS ON **FRIDAY, JUNE 29, 2012** AND **TUESDAY, JULY 3, 2012**, OR THEIR REGULARLY SCHEDULED SHIFTS BEFORE AND AFTER JULY 2, 2012.

H. R. BRUCKNER

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