



**INTER DEPARTMENTAL
CORRESPONDENCE**

WEDNESDAY, 15 AUGUST 2012

TO: ALL EMPLOYEES

FROM: H. R. BRUCKNER
VICE PRESIDENT
HUMAN RESOURCES

**SUBJECT: DESIGNATED HOLIDAY – LABOUR DAY
MONDAY, SEPTEMBER 3, 2012**

IN RECOGNITION OF LABOUR DAY, SEPTEMBER 3, 2012 AS A PAID HOLIDAY, THE PLANT AND OFFICES WILL CEASE OPERATIONS AT THE COMPLETION OF EMPLOYEES' REGULARLY SCHEDULED SHIFTS PRIOR TO LABOUR DAY.

OPERATIONS WILL BE RESUMED ON EMPLOYEES' NEXT REGULARLY SCHEDULED SHIFTS AFTER LABOUR DAY.

TO BE PAID FOR THIS HOLIDAY, IT WILL BE NECESSARY FOR SENIORITY EMPLOYEES TO WORK THEIR SCHEDULED HOURS ON **FRIDAY, AUGUST 31, 2012** AND **TUESDAY, SEPTEMBER 4, 2012**, OR THEIR REGULARLY SCHEDULED SHIFTS BEFORE AND AFTER LABOUR DAY.

A handwritten signature in black ink, appearing to read 'H. R. Bruckner', is written in a cursive style.

H. R. BRUCKNER

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