



DO NOT REMOVE

INTER DEPARTMENTAL CORRESPONDENCE

TUESDAY, 08 MAY 2012

TO: ALL EMPLOYEES

FROM: H. R. BRUCKNER
VICE PRESIDENT
HUMAN RESOURCES

SUBJECT: PLANT VACATION SHUTDOWN 2012

THIS IS TO ADVISE ALL EMPLOYEES, OTHER THAN P5 EMPLOYEES, THAT
THE PLANT VACATION SHUTDOWN FOR 2012 WILL BE AS FOLLOWS:

LAST DAY OF WORK - FRIDAY, JULY 27, 2012
RETURN TO WORK - MONDAY, AUGUST 13, 2012

PLANT VACATION SHUTDOWN FOR P5 EMPLOYEES

THIS IS TO ADVISE ALL P5 EMPLOYEES THAT THE PLANT VACATION
SHUTDOWN FOR 2012 WILL BE AS FOLLOWS:

LAST DAY OF WORK - FRIDAY, JULY 20, 2012
RETURN TO WORK - TUESDAY, AUGUST 7, 2012

CIVIC HOLIDAY – MONDAY, AUGUST 6, 2012

QUALIFYING SHIFTS FOR THE ABOVE HOLIDAY WILL BE **FRIDAY, JULY 27, 2012** AND **MONDAY, AUGUST 13, 2012**, OR EMPLOYEES' REGULARLY SCHEDULED SHIFTS BEFORE AND AFTER THE CIVIC HOLIDAY.

VACATION LISTS

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

H. R. BRUCKNER

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

HAVE A SAFE VACATION!