



## 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**

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### **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**

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### **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.

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### **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!**