



**INTER DEPARTMENTAL  
CORRESPONDENCE**

Tuesday, 13 November 2012

To: All Employees

From: H. R. Bruckner  
Vice President  
Human Resources

**SUBJECT: DESIGNATED HOLIDAYS  
CHRISTMAS – NEW YEAR’S  
2012– 2013**

IN ORDER TO PROVIDE AN UNINTERRUPTED CHRISTMAS – NEW YEAR’S HOLIDAY, THE FOLLOWING HOLIDAY SCHEDULE WILL BE OBSERVED FOR THE 2012-2013 CHRISTMAS – NEW YEAR’S FESTIVE SEASON:

**DESIGNATED HOLIDAY**

DAY BEFORE CHRISTMAS

CHRISTMAS DAY

BOXING DAY

FLOATER

UNPAID DAY

DAY BEFORE NEW YEAR’S

NEW YEAR’S DAY

**OBSERVANCE DAY**

DECEMBER 24, 2012

DECEMBER 25, 2012

DECEMBER 26, 2012

DECEMBER 27, 2012

DECEMBER 28, 2012

DECEMBER 31, 2012

JANUARY 1, 2013

THE PLANT WILL CEASE OPERATIONS AT THE COMPLETION OF SHIFTS ON **FRIDAY, DECEMBER 21, 2012** AND RESUME ON **WEDNESDAY, JANUARY 2, 2013**.

IN ORDER TO QUALIFY FOR THE ABOVE PAID HOLIDAYS, SENIORITY EMPLOYEES MUST WORK THEIR SCHEDULED HOURS ON **FRIDAY, DECEMBER 21, 2012** AND ON **WEDNESDAY, JANUARY 2, 2013**, OR FOR 10 HR AND 12 HR SHIFT EMPLOYEES THEIR REGULARLY SCHEDULED SHIFTS BEFORE AND AFTER THE CHRISTMAS – NEW YEAR’S PERIOD.

HAVE A SAFE HOLIDAY!

H. R. BRUCKNER

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