



NATIONAL STEEL CAR

**INTER DEPARTMENTAL
CORRESPONDENCE**

THURSDAY, 14 MARCH 2013

TO: ALL EMPLOYEES

**FROM: H. R. BRUCKNER
VICE PRESIDENT
HUMAN RESOURCES**

**SUBJECT: DESIGNATED HOLIDAY – GOOD FRIDAY
FRIDAY, MARCH 29, 2013**

IN RECOGNITION OF GOOD FRIDAY, MARCH 29, 2013 AS A PAID HOLIDAY, THE PLANT AND OFFICES WILL CEASE OPERATIONS AT THE COMPLETION OF EMPLOYEES' REGULARLY SCHEDULED SHIFTS PRIOR TO GOOD FRIDAY.

OPERATIONS WILL BE RESUMED ON EMPLOYEES' NEXT REGULARLY SCHEDULED SHIFTS AFTER GOOD FRIDAY.

TO BE PAID FOR THIS HOLIDAY, IT WILL BE NECESSARY FOR SENIORITY EMPLOYEES TO WORK THEIR SCHEDULED HOURS ON **THURSDAY, MARCH 28, 2013** AND **MONDAY, APRIL 1, 2013**, OR THEIR REGULARLY SCHEDULED SHIFTS BEFORE AND AFTER GOOD FRIDAY.

H. R. BRUCKNER

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