



To: All Full-time Employees
From: Linda Piazza, Human Resources Manager
Date: December 7, 2011
Subject: **2012 Holiday and Payroll Schedules**

The official Company Holidays for 2012 are as follows:

NEW YEAR'S DAY.....	Monday, January 2, 2012
MARTIN LUTHER KING, JR. B-DAY	Monday, January, 16
PRESIDENTS' DAY.....	Monday, February 20
MEMORIAL DAY.....	Monday, May 28
INDEPENDENCE DAY.....	Wednesday, July 4
LABOR DAY.....	Monday, September 3
THANKSGIVING DAY.....	Thursday, November 22
FRIDAY AFTER THANKSGIVING.....	Friday, November 23
CHRISTMAS Day (Observed).....	Tuesday, December 25
NEW YEAR'S EVE.....	Monday, December 31
FLOATING HOLIDAY**	Employee's choice of any 2012 scheduled workday

NOTES:

Please note Sanrio reserves the right to revise the holiday schedule at any time and Sr. Management has approved 11 paid holidays in 2012. This holiday schedule does not, however, set precedence for future holiday schedules.

****The Floating Holiday must be taken before December 31, 2012. To schedule your Floating Holiday, you must obtain advance approval from your immediate supervisor and Director/VP and submit an approved Payroll Action Notice (PAN) notating the date in the Time-Off Section and "Floating Holiday" in the Comments Section.**

Please see reverse side for 2012 payroll schedule. All Sanrio work locations must post both holiday/payroll schedules.

