



To: All Full-time Employees
From: Linda Piazza, Human Resources Manager
Date: December 21, 2012
Subject: **2013 Holiday Schedule**

The official Company Holidays for 2013 are as follows:

NEW YEAR'S DAY.....	Tuesday, January 1, 2013
MARTIN LUTHER KING, JR. B-DAY	Monday, January, 21
PRESIDENTS' DAY.....	Monday, February 18
MEMORIAL DAY.....	Monday, May 27
INDEPENDENCE DAY.....	Thursday, July 4
LABOR DAY.....	Monday, September 2
THANKSGIVING DAY.....	Thursday, November 28
FRIDAY AFTER THANKSGIVING.....	Friday, November 29
CHRISTMAS Day (Observed).....	Wednesday, December 25
NEW YEAR'S EVE.....	Tuesday, December 31
FLOATING HOLIDAY**	Employee's choice of any 2013 scheduled workday

NOTES:

Please note Sanrio reserves the right to revise the holiday schedule at any time; Sr. Management has approved 11 paid holidays in 2013. This holiday schedule does not, however, set precedence for future holiday schedules.

**The Floating Holiday must be taken before December 31, 2013. 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.