

EAST PENN manufacturing co., inc.

EAST PENN POLICIES AND PROCEDURES MANUAL

Revision No.: 1

Effective Date: 12/18/98

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Change # 1480

Approved By: Robert D. Harrop

Document No.: EPPM\PERSON\SEC1\ 20A.DOC

Summer Reservists and National Guard Policy

Full time employees required to serve active duty training shall be paid the difference in government wages received and the employee's normal base rate wages for a period not to exceed two (2) forty hour weeks per year.

Proof of orders for active duty training is mandatory in order to be given the time off and/or paid wages by the Company.

The employee, upon returning to work, must supply to his/her manager a copy of their voucher for payment received for services. The manager will then distribute the necessary paperwork to the Payroll Department.

Record of Revisions

Revision #	Revision Date	Description
2	11-10-11	Change Number 1480 updated header and footer information