

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSON\NAVITAS	

Additional Excused Timeoff

Voting

Employees are encouraged to fulfill their civic responsibility of voting in federal, state, and local elections. Generally, this should be done outside working hours. The Employee must obtain approval from the Personnel Department prior to Election Day if voting is during working hours.

Blood Donation

If a full-time Employee is interested in donating blood, the Employee needs to contact the Personnel Department for approval for the appropriate time off.

Record of Revisions

Revision #	Revision Date	Description