



Date: January 22, 2013
To: All Employees
From: Doug Pedersen – Human Resources
Re: 2013 Holidays

The following holidays will be observed for 2013:

- Memorial Day (May 27)
 - Friday before Memorial Day (May 24) – paid personal day if eligible
- Independence Day (July 4) – company recognized holiday
- Labor Day (September 2) – company recognized holiday
- Thanksgiving Day (November 28)
 - Friday after Thanksgiving – November 29 – paid personal day if eligible
- Christmas (December 25) – company recognized holiday
 - Day before Christmas – December 24 – paid personal day if eligible
- New Year's Day (January 1, 2013) – Company recognized holiday

To receive holiday pay, you must have completed your 90 day orientation period. You must work the scheduled workday before the holiday and the scheduled workday following the holiday to receive compensation, unless previously excused by your supervisor. Eligible hourly employees shall receive pay for each holiday equal to 8 hours pay at your regular straight time hourly rate.

After completing two full years of employment, you qualify for 3 pre-designated paid personal days (Friday before Memorial Day, 5/24, Friday after Thanksgiving, 11/29, day before Christmas, 12/24).