

MEMO

January, 2012

Attention: All Mechanical Rubber Employees

Subject: Holidays, Shutdowns and Scheduled Events for 2012

- MARTIN LUTHER KING, JR. DAY - Monday January 16th
- PRESIDENTS' DAY - Monday February 20th
- GOOD FRIDAY - Friday, April 6th
- MEMORIAL DAY - Monday, May 28th
- INDEPENDENCE DAY - Wednesday, July 4th
Cookout, Friday, June 29th @ 1 p.m.
(Hot dogs & Hamburgers)
- SUMMER SHUTDOWN - Monday, July 2nd - Friday, July 6th
- LABOR DAY - Monday, September 3rd
Cookout, Friday, August 31st @ 1 p.m.
- THANKSGIVING DAY - Thursday, November 22nd
Again this year, so that we can have a long weekend, we will work on Saturday, November 17th and take Friday, November 23rd off. November 17th is **mandatory for all full time and salaried employees.**
- CHRISTMAS SHUTDOWN - Monday, December 24th - Friday, December 28th
- CHRISTMAS DAY - Tuesday December 25th

Daylight Saving Time as follows: SPRING Forward: Sunday, March 11th
FALL Back: Sunday, November 4th

Inventory schedule as follows: Monday, April 2nd
Monday, July 9th
Monday, October 1st
Wednesday, January 2nd &
Thursday, January 3rd, 2013 for Year-End Tagging

- ELECTION DAY - Tuesday, November 6th
- CHRISTMAS PARTY - December - TBD
- NEW YEAR'S EVE - Monday, December 31, 2012
- NEW YEAR'S DAY - Tuesday, January 1, 2013