

MEMO

January, 2016

Attention: All Mechanical Rubber Employees

Subject: Holidays, Shutdowns and Scheduled Events for 2016

- NEW YEAR'S DAY - Friday, January 1st, 2016
- PRESIDENT'S DAY - Monday, February 15th
- GOOD FRIDAY - Friday, March 25th
 - TAX DAY - Friday, April 15th
- MEMORIAL DAY - Monday, May 30th
- INDEPENDENCE DAY - Monday, July 4th
 - Cookout - Friday, July 1st @ 1 P.M.
(Hot dogs & Hamburgers)
 - SUMMER SHUTDOWN - Monday, July 4th - Friday, July 8th
- LABOR DAY - Monday, September 5th
 - Cookout - Friday, September 2nd @ 1 P.M.
- THANKSGIVING DAY - Thursday, November 24th
 - Again this year, so that we can have a long weekend, we will work on Saturday, November 19th and take Friday, November 25th off. November 19th is mandatory for all full time and salaried employees.
- CHRISTMAS DAY - Sunday, December 25th
 - CHRISTMAS PARTY - Friday, December 23rd @ 1:30 P.M.
 - CHRISTMAS SHUTDOWN - Monday, December 26th - Friday, December 30th

Daylight Saving Time as follows: SPRING Forward: Sunday, March 13th
FALL Back: Sunday, November 6th

Inventory schedule as follows: Friday, April 1st
Monday, July 11th
Monday, October 3rd
Monday, January 2nd, 2017 for Year-End Tagging