

MEMO

January, 2014

Attention: All Mechanical Rubber Employees

Subject: Holidays, Shutdowns and Scheduled Events for 2014

- NEW YEAR'S DAY - Wednesday, January 1, 2013
 - TAX DAY - Tuesday, April 15th
- GOOD FRIDAY - Friday, April 18th
- MEMORIAL DAY - Monday, May 26th
- INDEPENDENCE DAY - Friday, July 4th
 - Cookout, Friday, June 27th @ 1 P.M.
(Hot dogs & Hamburgers)
 - **SUMMER SHUTDOWN** - Monday, June 30th - Friday, July 4th
- LABOR DAY - Monday, September 1st
 - Cookout, Friday, August 29th @ 1 P.M.
- THANKSGIVING DAY - Thursday, November 27th
 - Again this year, so that we can have a long weekend, we will work on Saturday, November 22nd and take Friday, November 28th off. November 22nd is **mandatory for all full time and salaried employees.**
- CHRISTMAS DAY - Thursday, December 25th
 - CHRISTMAS PARTY - Tuesday, December 23rd @ 1:30 P.M.
 - **CHRISTMAS SHUTDOWN** - Wednesday December 24th - Tuesday December 30th
- NEW YEAR'S EVE - Wednesday, December 31st, 2013

Daylight Saving Time as follows: SPRING Forward: Sunday, March 9th
FALL Back: Sunday, November 2nd

Inventory schedule as follows: Tuesday, April 1st
Monday, July 7th
Wednesday, October 1st
Friday, January 2nd &
Monday, January 5th, 2015 for Year-End Tagging