

MEMORANDUM

TO: All Staff

DATE : January 12, 2011

RE: 2011/2012 Statutory Holidays/Floater Days - (HEAD OFFICE) ONTARIO

Each year the Company provides two Floater Day holidays. Due to the manner in which these holidays fall in 2011/2012 it has been decided that one floater day will be assigned this year to extend the Easter Weekend Holiday, on Easter Monday April 25, 2011. The additional Floater Day will be available for individual selection. Pay in lieu of Floater Day is not permitted.

The office will be closed as follows:

New Years Day	Saturday January 1, 2011
In lieu of New Years Day	Monday January 3, 2011
Family Day (Ontario only)	Monday February 21, 2011
Good Friday	Friday April 22, 2011
Easter Monday	Monday April 25, 2011 **floater day**
Victoria Day	Monday May 23, 2011
Canada Day	Friday July 1, 2011
Civic Holiday	Monday August 1, 2011
Labour Day	Monday September 5, 2011
Thanksgiving	Monday October 10, 2011
Christmas Day	Sunday December 25 th , 2011
In lieu of Christmas Day	Tuesday December 27 th , 2011
Boxing Day	Monday December 26 th , 2011
New Years Day	Sunday January 1, 2012
In lieu of New Years Day	Monday January 2, 2012

Summer Hours:

Summer hours apply to Friday May 20th and each Friday from June 3rd through to and including September 2nd. On these Fridays the normal working period will be shortened by 1½ hours. Departure times will vary for employees who start their regular workday at a time other than 8:30 a.m. In addition, employees are permitted to forego their lunch break to combine their lunch break with the early closing of 1½ hours, increasing their departure time to a maximum of 2½ hours. Employees are required to work a minimum of 5 hrs and 15 minutes on these days. If you wish, you can forego your morning break time, and apply it towards a 15 minute minimum lunch break. As all departments must maintain a skeleton staff during the hours 8:30 a.m. to 2:00 p.m., departure times must be approved by the manager.

Note: Summer hours only apply to permanent, full – time employees. Persons employed as part –time, temporary, students, or on a contractual basis must consult their manager to make alternate arrangements.