

WOODY'S WORLD

CHRISTMAS DOESN'T COME FROM A STORE,
MAYBE IT PERHAPS MEANS A LITTLE BIT MORE.
MERRY CHRISTMAS!

WPG UPDATES

BRYAN WOOD, PRESIDENT & CEO

As we all know this year has been a very unique year. Since March this pandemic has played a major role in our lives and our ability to function normally as a business. As we have seen our orders starting to return to normal or near normal levels these past couple of months we have struggled with parts shortages and high absenteeism. These factors have made it impossible for us to keep up in some areas. Unfortunately this trend will likely continue for the next couple of months and we may find ourselves starting to fall behind in other areas.

It is extremely important that we remain vigilant with our preventative measures. All indications are that, even though we have had a lot of people miss work as a precautionary measure because of close contacts, we have been able to minimize the incidences of transmission within

the building. Please, Please continue the practices needed to keep yourself and those around you safe as we ride out what remains of this pandemic.

**Please, Please
continue the
practices needed to
keep yourself and
those around you
safe as we ride out
what remains of
this pandemic**

It is as important as ever that we continue to:

- Wash our hands with soap and use hand sanitizer.
 - Wear a mask when close contact is unavoidable.
 - Maintain 6' between yourself and others when interacting.
 - Stay home when you are sick or when you have been exposed so someone who is symptomatic.
- Really the big news of the past couple of weeks has been the promising reports from several drug makers about the positive late stage clinical test result of their vaccines. Pfizer, Moderna, and AstraZeneca are all in the final stages of getting FDA approval for their vaccines. The US government has already placed orders for 1 million doses of both the Pfizer and Moderna vaccines with options to purchase 5 million more doses. Between the two companies they

continued on page 2



**QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT**



JANUARY BIRTHDAYS

Allison McDonald	1/01
Joshua Riwai-Couch	1/02
Scott Sandler	1/03
Nate Kibbe	1/03
Aaron Cherry	1/05
Daniel Waggoner	1/06
Justin Smith	1/10
Claire Roundface	1/19
Holly Anderson	1/25
John Schriver	1/27
Josh Eickhoff	1/30

FEBRUARY BIRTHDAYS

Shelby Elmore	2/03
Samantha Kisch	2/06
John Waters	2/08
Ed Michael Jr	2/10
Jeremy Brockel	2/11
Georgia Brester	2/15
Gordon Ryder	2/15
Joseph Hogue	2/16
Duane Asay	2/22
Lacey Thompson	2/28



FOURTH QUARTER (CONTINUED)



are expecting to have 40 million doses available for distribution by the end of December. All vaccines currently look like they will require an individual to get two doses to be fully effective. Vaccines will be available to health care workers and the vulnerable first. It will probably be in the second quarter of 2021 before the vaccine is available to most healthy individuals.

Based on the infectious rate of COVID-19 once 60 to 70% of the population has been immunized we should be to a point of herd immunity.

Other good news is on the sales front. Orders have been back up to normal levels the past few months. It looks like our biggest challenge for the rest of the year is going to be keeping everyone

healthy so we can get back on schedule with our deliveries. It is really starting to look like there is a proverbial "light at the end of the tunnel" for this pandemic. Please do what you can to protect you and the ones around you until we can return to a more normal existence.



COMMUNITY HOPE ADOPT-A-FAMILY FOR CHRISTMAS

LEE ANN WOOD, MARKETING ASSISTANT

Once again, through Adopt-A-Family, we are sponsoring families in the Laurel community. These families were chosen by a local nonprofit organization Community Hope, which keeps in contact with them. Community Hope knows their situations — and knows that their struggles are real.

In 2019 we had a family with a baby who had been in NICU in Denver, for more than a month. Can you imagine the bills? Not only the cost of the hospital, but the cost of not being able to work while being with the child. The cost of transportation and a second living situation. They were both trying to work and make up the costs. They were not slacking — just on a hard time. We made a difference.

There are two ways you can give to the Adopt-A-Family program:

1 Choose an ornament off the tree in the break room, then shop for the item(s)

The ornaments list a family member's name and what is



needed. When you return the package (wrapped or unwrapped), please attach the ornament to the package — this way, we will know the need has been filled and we will know who to distribute it to. Put the package in the box near the tree. FYI: I will be wrapping anything that isn't wrapped before the packages go to the families.

ALL DONATIONS MUST BE RECEIVED BY MONDAY, DEC. 7.

2 Donate cash in the box next to the reception desk

All donations must be received by Monday, Dec. 7. This gives us time to get the shopping done, everything wrapped and distributed to the families (also, I could use extra help when it's time to wrap gifts). Thank you in advance for being so awesome!

LONGEVITY AWARDS 2020

BRYAN WOOD, PRESIDENT & CEO

This year we have been forced to cancel, postpone, or take a different approach to many long standing traditions. One such tradition is the distribution of Longevity Awards. Without a Christmas Party, or any all company meetings, we are not able to give these award winners the publicly recognize they have earned. These people have committed much time and effort that has contributed to not only the success of the company, but also the personality of the company. For their contributions we are extremely grateful.

5 YEARS (2015)

As you can see from the following list 2015 was a good year for us. We had a number of excellent people join us that year.



No 10 or 15 Year Longevity Awards this year.

20 YEARS (2000)

We had a couple of real chatter boxes join us in 2000. You can hardly get a word in when one of these two people are around. All joking aside, could we have been any luckier in 2000? These two people would be all-stars no matter where they worked. We are just extremely grateful that 20 years ago they chose WPG as an employer.



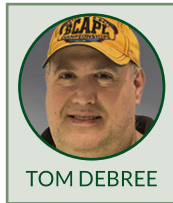
STACY LAWVER



BRETT RAWSON

25 YEARS (1995)

When Tom joined us 25 years ago he was given probably the largest project this company had ever undertaken. He pushed and prodded the company through ISO certification. In the process he found out that everyone loves to write and follow procedures.



TOM DEBREE

30 YEARS (1990)

Patti made up half of the dynamic dual of the Fyfe's that helped WPG settle into its new home in Laurel 30 years ago. It is hard to believe it has been 30 years already. We figure we can probably get about another 20 years out of her.



PATTI FYFE

35 YEARS (1985)



JEFF DIONNE

No Jeff wasn't 10 when he started working here. He just looks so good because of the many zenful hours he spends away from WPG with a fishing pole in his hands. The other thing you may not know about Jeff is that when he was in high school (many, many years ago) he was one of the fastest distance runners in the state. He's not running long distances any more, but if you want something heavy lifted he just might be your guy.

40 YEARS (1980)

Talk about someone who has influenced the culture of this company. Forty years ago Carl took a short term



CARL RITTERPUSCH

job molding vacuum cups in basement of this little company with kind of a strange name. We are so glad you decided to hang around a little longer. Wood's Powr-Grip, as we know it, would not have been the same without your influence. If you are still trying to decide what you want to do with your life long term you are welcome to keep hanging out with us for however long it takes to get it figured out. (I'm actually glad that we didn't have to give this award out in front of everyone because I'm sure Brad - and maybe a few others - would have started bawling and it would have been embarrassing.)

We also had a number of new

continued on page 4

NEW EMPLOYEES

Welcome Back!



KENZIE SERFAZO
Front Office



KEVIN SMITH
Frame Assembly



RACHAEL MCCANDLESS
Handcup Assembly



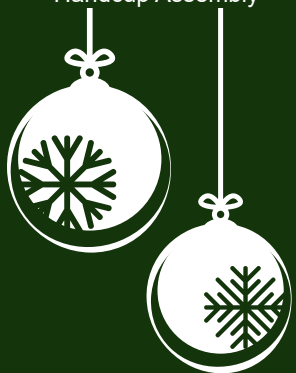
NEW EMPLOYEES



THURMAN GERBER
Handcup Assembly



TUCKER CURTIS
Handcup Assembly



Now hiring!

**1 Full-Time
Prod. Technician
Machining**

LONGEVITY AWARDS (CONTINUED)

employees this year. Please help us to make them feel welcome and maybe 5, 10, 15... years from now we can embarrass them in front of everyone at the Christmas Party.



BRIANA MILLS
HC ASSEMBLY



BRAD CAIN
HC ASSEMBLY



BILL PATTERSON
MOLDING



MITCH SIMON
FRAME ASSY



KAYLA CICOLANI
HC ASSEMBLY



MAESON COTTER
HC ASSEMBLY



SAM LITTLE
HC ASSEMBLY



CHANNILLE HAWKINS
FRAME ASSY



SIERRA BRANSTETTER
HC ASSEMBLY



KEVIN SMITH
FRAME ASSY



RACHAEL MCCANDLESS
HC ASSEMBLY



TUCKER CURTIS
HC ASSEMBLY



THURMAN GERBER
HC ASSEMBLY



MARKETING UPDATE

BARRY WOOD, VP MARKETING AND COMMERCIAL DEVELOPMENT

One thing about living in a state of turmoil is that it makes an update article – if not more interesting – at least easier to write. But it is never easy to write, because it is really very difficult to make things exciting. Right now, in particular, things seem to be slowing down and potentially returning to more of a normal state.

One of the things that is a major marketing task every year is trade shows. Of course, this involves several departments; sales does paperwork to get everything in the system. Production typically has to produce product that is going to be displayed. Shipping sends everything to the show location. But it generates tasks for marketing as well; ordering show services, booking hotels, arranging travel, creating promotional materials, advertisements for the show,

and packing it all together to turn over to shipping.

None of that has happened since January. We have had a couple of “virtual” trade shows; where show organizers asked

**We really feel
that electronic
media is going to
be increasingly
important as
technology pushes
us more and more
to electronic
advertising**



all the exhibitors to put together electronic presentations so that they could display their product through electronic means. And

all our customers, who would normally travel across the country to visit us in person, could literally ignore the entire “virtual” event. More than once, I have caught myself signing up for shows – as an attendee – and then not logging in even once. The entire year has been a waste in terms of trade shows.

With every cloud there comes silver lining. We did create a lot of video and electronic media for the shows. And since it was never seen by anyone, we now have it available for advertisements. We really feel that electronic media is going to be increasingly important as technology pushes us more and more to electronic advertising – instead of magazine advertising – and video instructions for specific repairs and operational procedures.

PRODUCT ENGINEERING UPDATES

BRYAN STROBEL, PRODUCT ENGINEERING MANAGER

The older I get, the faster time seems to fly by. I haven't yet determined if it is because each day is a smaller percentage of my overall life, if there are so many things going on that everything is just a blur, or if I just have a poor memory so I can't remember half the days of the year. Nonetheless, it has already been over 6 months since Gary, our long-time

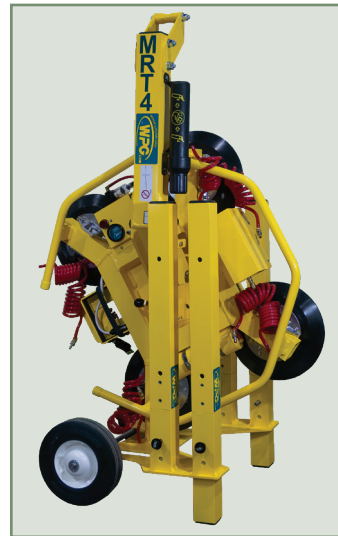
**Looking forward
to another year of
working with you
all in the great team
here at WPG**



fearless Product Engineering leader, moved on. Many big picture things in our department are still in a state of transition as the day-to-day responsibilities take up at least a day's worth of time. We remain hopeful and optimistic of the opportunities each new day brings!

The Product Engineering department is working on a balance of product improvements, product support, and custom requests. Some of the most notable product improvements include getting the next wave of metal hand cup improvement into production and incorporating the new layout for the DC3 control system on our core products. We're also reviewing our series of flat lifters to improve function, reduce costs, and refine which options are available.

We continue to get a fair number of requests for large glass and curved materials. We've designed a new set of extension arms for the MRT and MRTA8s that will provide some more options for curved materials and will hopefully fill some of the gap for capacities between 700lb and 2800lb. Another new option for the MRT and MRTA8s is a cart/stand that makes it easier to move the lifter around the job site and while in storage.



There continues to be a flow of special requests, material changes, product testing, updates for better production and overall continuous improvements. As always we're also trying to keep an eye on the trends in the market and listen to our customers for what they need. Looking forward to another year of working with you all in the great team here at WPG.

WELLVIA

How WellVia Works:

1. PATIENT CALL

The patient calls our Patient Care Center, 24/7/365, to request a consultation.

2. PATIENT TRIAGE

A Patient Care Coordinator populates or updates the patient's personal health information with symptoms via our secure member portal.

3. THE DOCTOR CALL

A board-certified, state-licensed physician consults with the patient within a matter of minutes (average callback time is 16 minutes). A WellVia physician recommends treatment and, when appropriate, will issue a prescription.

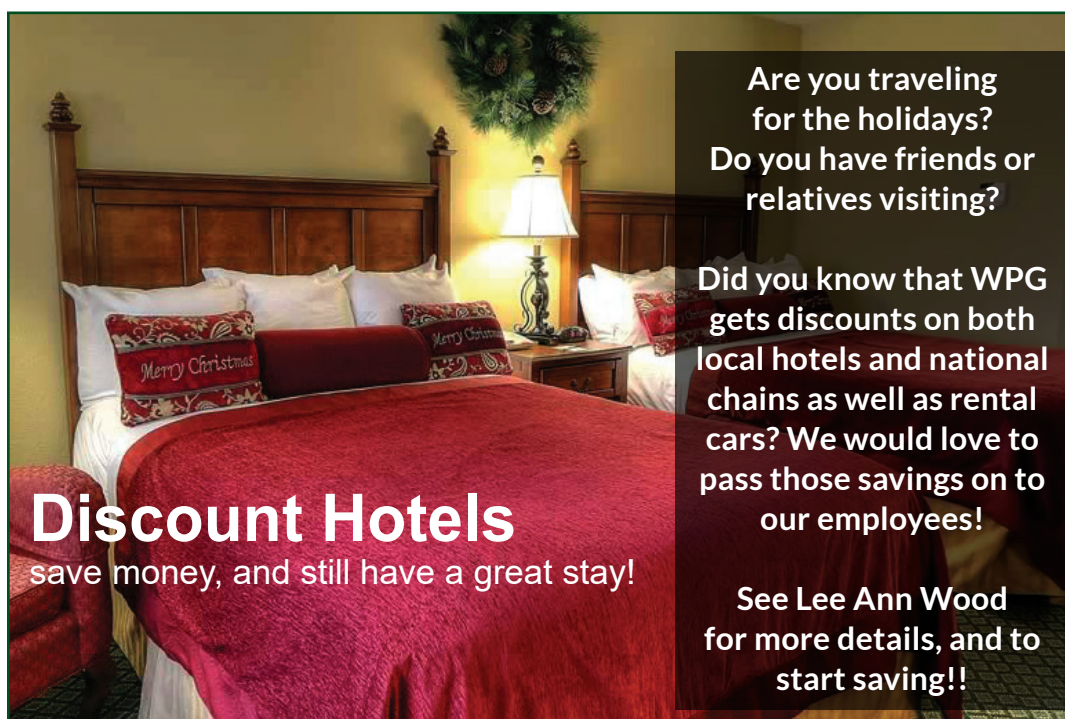
4. PHYSICIAN UPDATE

The physician notes and updates to member's secure portal with a recommended treatment regime.

5. PATIENT FOLLOW-UP

24-48 hours after the doctor consultation, a Patient Care Coordinator will follow up with the patient to ensure patient quality.

Access your account
and request a
consultation anytime,
anywhere.



Discount Hotels
save money, and still have a great stay!

Are you traveling
for the holidays?
Do you have friends or
relatives visiting?

Did you know that WPG
gets discounts on both
local hotels and national
chains as well as rental
cars? We would love to
pass those savings on to
our employees!

See Lee Ann Wood
for more details, and to
start saving!!

CASUAL COVID-19 UPDATE

KATIE WHITMOYER, HR/SAFETY MANAGER

WPG SHIRTS!

choose your style



choose your color



order online



You can order shirts
at wpgteam.com
under Benefits!

As much as the end of the COVID-19 tunnel keeps seeming like it is getting closer and closer, I'm now overly skeptical, and really have a hard time believing anything until I see it when it comes to this virus. First off, I want to thank you all who have been taking the proper precautions consistently—both inside and outside of work. I think if you ask anyone who's been quarantined (or been infected), they'll confirm that it's not all it might appear to be (apparently you CAN clean your whole house AND get caught up on all your shows/movies—maybe only if you don't have kids at home though?). I wanted to provide you all with a quick update and reminder on a few things when it comes to COVID-19.

As everyone's probably noticed—and quite a few of you have been directly impacted—COVID-19 is alive and present in our community. We've now had several employees who have been confirmed positive, and even more who have been close contacts of somebody who's been infected. We are still being extra cautious in allowing people to be at work when they are ill or exhibiting symptoms, have been in close contact with anybody in that boat, or in close contact with a confirmed positive person.

With that, I'd like to put out a few reminders to everyone:

1. KEEP YOUR SOCIAL DISTANCE

I can't stress this one enough.

There's been a few cases around the building where folks did not follow the social distancing guidelines, and therefore fell into the "close contact" category. Keep in mind social distancing guidelines at all times—even at **lunch and break times, or when needing to use computers.**

2. WASH AND SANITIZE

Everyone's been doing a really great job of this, and we all really appreciate the time and efforts that are continuously put into sanitizing everything around the building. Make sure you keep it up!

3. MASKS

If you're going to be around somebody for more than 15 minutes cumulative, please consider wearing a mask. It's been required for some operations, but please be conscientious about this when working in situations where it may not already be asked of you already, or when it seems as though an innocent question or conversation may turn into something more extensive.

4. M1 SELF-CHECKER

As you've hopefully noticed by now, we have added a new self-checker to M1 during the clock-in process. Like I mentioned, it is WPG's priority and goal to keep the possibility of transmission within the building as low as possible.

If you are feeling ill at all when you're clocking in, **PLEASE DO**

NOT STAY AT WORK. The virus seems to be impacting everyone very differently—anywhere from mild sniffles to respiratory troubles to headaches to fever, and everything in between—so it's very difficult to distinguish it from other illness, until it's typically "too late".

5. LEAVE TIME.

The COVID Sick Leave Policy is posted in the downstairs breakroom next to the Production Huddle Board. It is also posted on the Intranet. The criteria for being able to use this leave is very specific, so if you have any questions at all, please don't hesitate to let me know. Unfortunately, at this point, Congress has not renewed this leave however, for 2021. WPG has, however, and will continue, to be flexible in the use of Extended Illness when it comes to COVID-19 related leave.

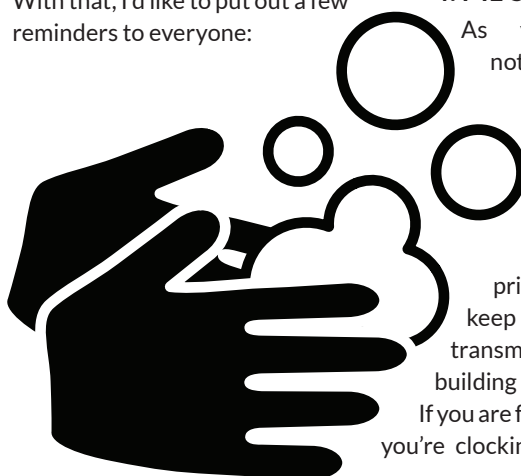
6. TESTING

If you are experiencing any symptoms at all, it is typically in your best interest (and everyone else's) for you to go get tested immediately. Test results do usually take anywhere from 2-7 days to come in. If you go get tested, **PLEASE GET A NOTE THAT SAYS YOU'VE BEEN TESTED.** You can then submit the note to either myself or your supervisor electronically (email, text, fax, etc.). This is what I know about some of the test sites around Billings/Laurel:

a. RIVERSTONE

Riverstone hosts a drive-up style testing site each weekday from 8:30a-12:30p. It is located at 2173 Overland Ave in Billings. They have been pretty good about testing people who are both symptomatic and asymptomatic/close contacts.

continued on page 7



COVID UPDATE (CONTINUED)

b. BILLINGS CLINIC

Billings Clinic has a walk-up testing site where they can test anyone with symptoms. It is located on their main campus. They are open each day of the week, with varying hours each day (most are 8a-5p minimum).

c. LAUREL SCL CLINIC

The Laurel SCL Clinic has been requiring appointments to get tested there, and also they have been requiring people to be symptomatic (meaning they typically won't test if you're a confirmed close contact if you're asymptomatic).

****If you are on the WPG Health Plan, any of the testing listed above (a, b, c) should be covered 100% by insurance- meaning no charge to you as the patient.**

d. I've heard that there is a rapid testing option available at a new pharmacy in Billings called Pharm406.

I do not have experience with anyone going there, but I do believe there IS a cost to you for these tests- they are NOT covered by insurance at this point. I have not heard of any other "rapid" testing options at this point, but keep in mind that these types may not be covered by insurance the same as the "traditional" tests.

LASTLY, please remember that we are all in this together. While you may not be concerned for yourself, personally, please consider your co-workers, and their family and friends, and your own family and friends. We always say that we are one big family here at WPG, so let's keep up the great efforts in helping to ensure all of our "family" here, stays as safe and healthy as possible- especially during this holiday season! Thanks again everyone!!

A special *thank you* from the Flakes!

Thank
YOU
FOR YOUR SUPPORT

Giving back to Billings ~
with your help and support.

Thanks so much
you guys really Suck! (GET IT)
Best Regards
Paul



Breakfast
FLAKES
Mark & Paul

DID YOU KNOW

wpgteam.com

Just a reminder that all of our benefit plan documents/disclosures (health, dental, vision, flex, life, AD&D, LTD, 401k, etc.) are posted to the company Intranet and kept updated there.

Contact Stacy in Marketing if you have problems logging in.

LOGGING IN

When you type wpgteam.com you will be brought to this login screen.

User name is your employee ID (e.g. WPG001)
password is **change_me**

Click the I am not a robot box (there could possibly be another security step that involves selecting certain photos). Log in.



Username or Email Address

WPG001

Password

change_me

☒ I'm not a robot



☐ Remember Me

Log In



\$477.00 raised
by employees
and matched by
WPG for a
**total of
\$954**
going to the
Flakesgiving
fundraiser!



LEAN BENEFITS:

- ☑ Eliminates wastes
- ☑ Requires less worker effort
- ☑ Reduces cost
- ☑ Keeps processes flowing
- ☑ Improves lead times
- ☑ Increases product quality
- ☑ Simplifies management of information systems

Reminder . . .

If you plan on using PL or VAC to cover SHUTDOWN, be sure to turn in a leave slip as soon as possible!



SAFETY TIDBITS: EARBUDS AND OTHER SAFETY HOT TOPICS

LES FISCHER, SAFETY/TRAINING SPECIALIST & KATIE WHITMOYER, HR/SAFETY MANAGER

The topic of earbuds has come upon several occasions recently. As a reminder, the WPG earbud and Personal Music Devices Policy can be found in the employee handbook in section 2.15. I have witnessed a few instances where the proper hearing protection and/or earbuds were not being used. We are currently re-evaluating our Hearing Conservation Program, in the hopes of having the ability to modify certain aspects of the policy. There is no way to predict how this evaluation is going to turn out and/or what any modifications in the policy would look like, if there were to be any changes. Thus, the current policy is effective as it is stated in the handbook, so please re-read and ensure you are complying with this policy.

We understand that this subject can be complicated, however, our first priority is to the safety and wellbeing for everyone at WPG. If the wearer's situational awareness is reduced to the extent that their health and safety is compromised by the use of these devices (i.e., they cannot hear emergency alarms, oncoming vehicles, calls for help etc.), it could present a hazard not only to themselves, but to others as well.

As another new development in Safety at WPG, we are starting to incorporate **near misses** into the Hazard Assessment protocols. Hazard Assessment training, was a 'crash course' in Safety. If you recall, we covered the **5 hierarchy of controls** that help mitigate hazards in the workplace:

- Eliminate the hazard (the most desirable)
- Substitute (e.g., use less hazardous chemical if possible)

- Engineering controls (e.g., guarding)
- Administrative Controls (e.g., shift rotation)
- Personal Protective Equipment (PPE) (the least desirable)

The next step in Hazard Identification involves **NEAR MISS** evaluations. Recently, a load of steel Tubing fell off of a receiving rack that we use to off-load and maneuver heavy materials. The fastening material that the shipper used had insufficient tensile strength for the application ({administrative controls} i.e., reinforce bundling). We are also looking at modifying the receiving carts, to account for this particular circumstance going forward (i.e., stoppers and/or platform tapering {engineering controls}). This is just one example of a near-miss/hazard assessment situation that's come up recently. In addition to the trigger point of a Hazard Assessment being; **any new system, any change or modification in a system, or an infrequent task**. We are asking you to include **near-miss** evaluations such as the one previously mentioned; as a trigger point for the WPG 'Hazard Assessment' on the i-auditor tablet. It is unlikely, the Safety Department would have been made aware of the occurrence that took place in receiving, had I not been there when it happened. Thus, the investigation and subsequent hazard control measures would not have been discussed or implemented as a result. **Near Miss** reporting can be anonymous, if so desired.

Lastly, we are working diligently to integrate some educational materials throughout the building; meant to prevent

musculoskeletal and repetitive stress injuries. It is very important that everyone take time each day to stretch their muscles. I am putting together targeted stretching exercises for each station. Intended to lessen or eliminate repetitive stress injuries that continue to plague this industry. This is why it is important to take all possible precautions such as wearing the anti-vibration gloves when warranted.

And finally, I would just like to close with this—I am a big believer that small, and seemingly innocent, actions can have just as big of an impact, if not greater impact, on safety than obvious or blatant actions. The safety topics that seem to be trivial in nature such as earbuds or anti-vibrations gloves, are just as important as any other safety matter. As someone who has worked on the production side of the construction industry for over 27 years, I can relate to possible misgivings when it comes to certain subjects. However, my experiences taught me to never take safety for granted. I have witnessed multiple incidents that could have been prevented; if the most routine safety procedures would have been adhered to. Remember, "this is the way we have always done it" or "it happened so fast", are phrases that no one wants to utter, after an event. Safety policies are in place for your protection. One of my goals here is to continuously promote safety, and ensure it is practiced and maintained as our (#1) priority. I appreciate how far we've all come, but as with everything, there is always room for improvement. This is a crucial next step, in the WPG safety culture. A culture that is dependent upon you.

HALLOWEEN Costume CORNER

BOO!



(RIGHT) HICCUP & ASTRID
(FROM HOW TO TRAIN
YOUR DRAGON)
SUBMITTED BY
HOLLY ANDERSON



CRUELLA DE VIL
SUBMITTED BY JODI SCHREINER



ALFALFA AND SPANKY
SUBMITTED BY ALLISON MCDONALD



FIRE FIGHTER & BATMAN
SUBMITTED BY KATIE WHITMOYER



MORE CANDY LESS EXERCISE | SUBMITTED BY KELCIE LOHOF



BATMAN, 80'S WORKOUT, FIRE FIGHTER
SUBMITTED BY KELCIE LOHOF



SUMO SAM & ANDREW
SUBMITTED BY LACEY THOMPSON



(LEFT) MASTER CHIEF (FROM HALO)
(ABOVE) VENOM (FROM SPIDERMAN)
(RIGHT) THE PRINCESS AND THE FROG
SUBMITTED BY
JODI SCHREINER



TINKERBELL & UNICORN
SUBMITTED BY AMANDA WILKEY



2021 HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

JAN 1	FRIDAY	NEW YEAR'S DAY
APRIL 2	FRIDAY	GOOD FRIDAY
MAY 31	MONDAY	MEMORIAL DAY
JULY 5	MONDAY	INDEPENDENCE DAY
SEPT 6	MONDAY	LABOR DAY
NOV 25-26	THURSDAY-FRIDAY	THANKSGIVING
DEC 24, 2021 (FRI) - DEC 31, 2021 (FRI)		WINTER SHUTDOWN

Note: The last day of work before Winter Shutdown will be Thursday, December 23, 2021. Off 11 days - Friday, December 24, 2021 through Sunday, January 2, 2022. Return to work on Monday, January 3, 2022.]

HOLIDAY CLOSURES

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2021 and work the entire calendar year of 2021 will receive 80-hours of paid holiday for 2021. Reduced-hour full-time employees, regular part time employees, and employees who have not worked the entire year, will receive a proportional number of holiday hours based on their scheduled work hours in 2021.

WINTER SHUTDOWN

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time, reduced full-time, or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.

MON-FRI (8 HOUR DAYS)	MON-THU (10 HOUR DAYS)	TUE-FRI (10 HOUR DAYS)
7 Holidays before Shutdown	4 Holidays before Shutdown	4 Holidays before Shutdown
3 Holidays during Shutdown (12/24, 12/27-28)	4 Holidays during Shutdown (12/24; 12/28-12/29)	4 Holidays during Shutdown (12/24-12/25; 12/29-12/30)
3 UNPAID days during Shutdown (12/29-12/31)	0 UNPAID days during Shutdown	1 UNPAID day during Shutdown (12/31)