

WOODY'S WORLD

WHAT IS CHANGEOVER?

Changeover is the time it takes to change from the last part run to the first part in the next run. Changeover can be caused by Internal Setup where the machine or process is not running, or by External Setup where setup is done while the machine is running. Single-Minute Exchange of Die (SMED) seeks to minimize machine changeover time by redefining and simplifying operations to transition into external setup.

TEACHER EXTERNSHIP EXPERIENCE

KATIE WHITMOYER, HR MANAGER

You may have noticed a new (but to some of us who may have had her as a teacher or know her from the community, familiar) face around the building during the mornings of the weeks of July 25 and August 1. WPG took MMEC (Montana Manufacturing Extension Council) up on an opportunity they were facilitating this summer called a "Teacher Externship" program.

The goal of the program is to expose educators to what opportunities exist and what skills are needed in all aspects of the manufacturing industry.

Through the program, we were paired with a local teacher from Laurel High School, Lisa Condon,

who is slated to spend approximately 40 hours with us learning everything she can about the manufacturing world, and WPG.

The goal of the program is to expose educators to what opportunities exist and what skills are needed in all aspects of the manufacturing industry. Our hope is that she'll be able to take what she's seen and learned here, and feel more confident and well versed in educating students on opportunities that may be of interest or a good fit for them in our world—maybe that they may have never considered before. We also hope that this experience will help facilitate similar ones in the future, as well as aid in strengthening our relationship with the school district in general.

It is always amazing to me how naïve anyone who isn't in



manufacturing can be—at no fault of their own usually—to what actually goes on in a successful manufacturing business. More particularly, it's always amazing how many local folks who come in here for whatever reason, end up telling me that they're amazed at what they see we actually do here versus what their perception of what we do here was.

Hopefully it's been fun for some of you to have the opportunity to be the teacher (to the teacher). I really appreciate everyone's help with making this experience a success (you're all in the "recognition" category on my huddle board)!



**QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT**



HAPPY BIRTHDAY

SEPTEMBER BIRTHDAYS

Wade Schmier	1
Darin Eggert	3
John Borninkhof	6
Dustin Dozhier	8
Rachael McCandless	10
Barry Wood	14
Dan Currier	19
Curtis Hartman	22
Briana Mills	23
Thurman Gerber	26
Millissa Langve	27

OCTOBER BIRTHDAYS

Mary Wallace	1
Byron LaRue	3
Karla Feller	10
Ruben Estien	10
Katie Fyfe	12
Nathan Frickel	13
Kelsie Dolman	14
Stacy Lawver	19
Dennis Osgood	20
Barbara Murphy	27
Angela Brennan	29



WOODY OPEN 2022

KATIE WHITMOYER, HR MANAGER

LOCATION: Stillwater Golf Course,
Columbus, MT

DATE: September 10, 2022
Estimated Tee Time: 9:00 a.m. Shotgun Start
Everyone tees off from an assigned starting
hole. Please arrive by 8:30 a.m. at the latest
to get assigned tee, etc.

FORMAT: Scramble- everyone drives, pick
the best shot from there on in

FOUR MAIN RULES TO THE TOURNAMENT:

1. HAVE FUN! We have players each
year of all skill level- so don't be shy about participating if you've
ever been hesitant in the past.
2. Actual employees will have first preference when it comes to filling available spots
3. Family and Friends of WPG employees must have at least one WPG employee on their team
(foursome). Preferably we are looking for teams where the majority of the players are WPG
employees, however teams of one WPG employee and three non-employees MAY be okay,
depending on how many employees wish to play.
4. Once everyone who is interested has signed up, preference will be given to employees in filling
available spots. Groups who do not have an employee with them will be assigned an employee or
two who have signed up as individuals or as pairs.



Although WPG picks up the majority of the cost for
the tournament, costs to participants will be the
same this year as they were last year (YAHOO!):

- \$17.00 per employee
- \$27.00 per non-employee

PLEASE PAY YOUR ENTRY FEES ASAP TO HR.
Checks will be accepted, but cash is preferred so that
it is easier to pay off group winners and flag prizes
immediately at the tournament.

The amount of prize money is designed to give
people a chance in one way or another to win back
their entry fee (most of it)- so they end up with a free
round of golf, some friendly competition, a couple
of free drinks, some free food, and most of all some
good FUN!!

The sign-up sheet is currently out in the downstairs breakroom on the tall tables near the TV. Once all of
the spots are filled, we do create a waiting list, so please don't hesitate to get your name on there ASAP.

WE ARE 
HIRING!
 **REFER A FRIEND**

- 2 Full Time Production Technicians
[Night Shift]
- 2 Full Time Night Molders
- 5 Full Time Production Technician
[Frame Assembly]
- 2 Full Time Production Technician
[HC Assembly]
- 1 Full Time Software Engineer

2022 HEALTH & WELLNESS FAIR

DATES ARE SUBJECT TO CHANGE

Hard to believe, but it's almost that time of year again for the annual WPG health fair. If you aren't familiar with this, the health fair is an opportunity for WPG employees and spouses who are covered under WPG's health insurance (or who anticipate becoming covered next year), to complete a few health checks (which are ones that most people should be doing annually anyway), and by participating in them, they can qualify for the discounted premium for the following year (2023). I anticipate the requirements for this year's program to be the same as they were last year. You may recall that we simplified the process last year, changing the requirements to only two things:

1. Get an annual blood test panel drawn
2. Make an appointment at miCare (or with the primary care provider of your choosing) to discuss those blood test results, and for an annual "check-up".

That's it! It's that simple!

The dates for this year's event are (subject to change)-
On-Site Blood Draws
(both employees and spouses can participate):
September 27 & 29, 6am-9am

On-Site Follow-Up Visits
(reserved for employees only):
October 12 & 13, all day

HOWEVER, you don't have to wait for these dates to begin the process. If you'd like, you can get these requirements done anytime between now and then. If you're unsure of how to make an appointment at miCare, stop in and see me and I'm happy to help with that.

Please come see me in HR if you have any questions about any of this, but otherwise stay tuned for the exact dates to be announced in the very near future.



NEW EMPLOYEES



LISA CURRIER
Handcup Assembly



JONATHAN HAMPTON
Molding



COLTON KNUTSON
Machining

Welcome to
our **TEAM**



LABOR DAY

WPG Holiday
Monday, September 5

WOODY OPEN

Employee Golf Tournament
Saturday, September 10

WELLNESS BLOOD DRAW

Tuesday, Thursday
September 27 & 29

WELLNESS FOLLOW-UP

Tuesday, Wednesday
October 12-13

WELLNESS COMPLETION DEADLINE

Friday, November 11

THANKSGIVING

WPG Holiday
Thur -Fri, Nov 24-25

CHRISTMAS PARTY

Bighorn Resort
Friday, December 9

SHUTDOWN

WPG Holiday
Fri - Fri, Dec 23-Jan 1



FROM THE OFFICE

BRENDA LAWVER, PAYROLL & OFFICE SUPPORT COORDINATOR

Schedule Deviation Forms

If you are planning to use any personal leave or vacation in the current week, please try to get any Schedule Deviation Request forms turned in to payroll as soon as possible. If an employee is leaving during their work shift, please make sure they complete a form **before they leave the building**. The supervisor can turn in the leave slip with **2** end time or hold on to it until the

employee returns. At least **get one started before they leave** because quite often you both get busy and it gets forgotten.

There are 3 ways to access a Schedule Deviation Request Form:

1. Fill it out online

at wpgteam.com and email it directly to your supervisor.

2. Fill it out electronically

Just a
reminder...



and print or e-mail it to Payroll once it has been approved by your supervisor.

[\[\\JUMBO\\Everyone\\Schedule DeviationRequestForm.pdf\]](#)

3. Fill out the paper version

and turn it into Payroll once it has been signed by your supervisor.

Time Clock

Don't forget to
turn in a schedule
deviation form if
you are out or if
you've missed a
punch.

If you forgot to clock out, go ahead and clock out when you get back from lunch or first thing in the morning and then clock right back in. **Complete and sign a schedule deviation form and give to your supervisor** to sign and turn in to me. Follow the same procedure if you forget to clock in – clock in and then right back out.

Don't forget to turn in a schedule

deviation form if you are out or if you've missed a punch. Remember you can submit both of these electronically using the intranet.

The time clock rounds up/down around the 7-1/2 minute mark. To avoid any unnecessary overtime, please do not clock in until 6 minutes before your shift (unless preapproved by your supervisor).

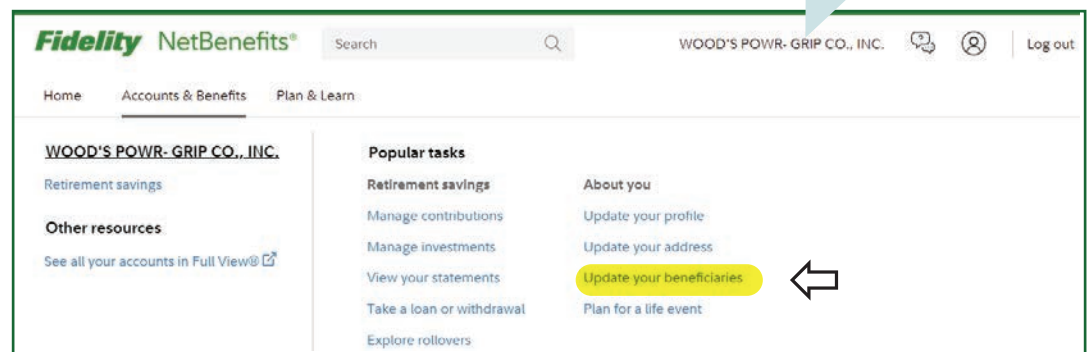
401K

You become eligible on your 1-year anniversary, if you worked at least 1,000 hours in the past year and are 21 years of age. Once you become eligible, you can start contributing the first pay period of the following month. You can update your contribution the first pay period of any month. You can sign up at www.netbenefits.com or contact

Tarra Grazley-Pfister at TTG Financial Services (406-256-6112 or tarra@ttgfinancial.com).

Also, don't forget to update your beneficiaries if something has changed – marriage, divorce, children. You can update the beneficiaries online at Fidelity.com or get a paper form from myself or Kelcie Lohof.

Don't forget
to update your
beneficiaries
if something
has changed –
marriage, divorce,
children.



FYI

See Mary Wallace if you have rubber stamps that need reinked, she will do it for you!

Wedding Day Holiday

- ☑ Date
- ☑ Dress
- ☑ Flowers
- ☑ Cake



... so many things to plan for your special day! Don't forget to let Payroll know or mark

your Schedule Deviation Request form.

"As a wedding gift from WPG, any employee married after completion of the probation period will be given one paid wedding holiday."

CUSTOMER TRAINING UPDATE

HOLLY ANDERSON, TECHNICAL SALES/ TRAINING COORDINATOR

It's been a very busy spring/summer for customer training. Harmon Inc., a large glass install and fabricator, has sent three different groups to WPG for the lifter repair class. Each group has had at least 5 employees all from different locations ranging from Baltimore, MD to Austin, TX.

We've incorporated a new component to the repair class, where after classroom presentation has been completed we turn them loose on a handful of small vacuum systems that leak and have them use the testing tools they receive with the class to fix the issues. It's given class takers an opportunity to really get hands and get a better understanding of how to use the tools.

In addition to repair training, we've also had two dealer trainings take place. One was held in person at WPG with the new owners of Automatic

Panel Lifting Systems (APLS). They were here for two days in June and spent time getting caught up on pricing information as well as maintenance and repair. An online training was conducted

Hey Holly

...One of the best training if not the best training I've been through since I've been in the glass business. One thing I do miss is the Montana weather lol.

Thanks Again!!

Mario Castilleja | Superintendent
Harmon - 2535-B E State Highway 121, Suite 120
Lewisville, TX 75056

for the folks at Salem Fabrication Technologies Group (formerly Salem Distributing) that took a deep dive into our IMP lifter line as this is a market they are interested in exploring.

August will be quite, but we're working on some more online dealer trainings, will be seeing Ranieri from Brazil and hope to have another group from the Glazing Union Schools as we move into the fall.

Good morning WPG Team,

Thought you might find these photos interesting. Purchased between 78-80 provided many years of service.

Great products.
Thanks,

Salvatore Gambino
Certified Glass Corp.
197-25 Jamaica Ave. | Hollis N.Y. 11423



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Laurel, MT 59044

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Fax: 888-851-5401
Email: laurel@micareclinic.com

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Tues. 3 p.m. – 6 p.m.
Thurs. 7 a.m. – 10 a.m.
Fri. 7 a.m. – 10 a.m.

For Health Plan Members Only





LOOKING FOR YOUR IDEAS!

Currently looking for suggestions for:

1. CHRISTMAS PARTY ENTERTAINMENT IDEAS
2. NEW FEATURES FOR THE BREAKROOM(S)

If you have any suggestions on either of these, please stop by and see HR or drop them in the suggestion box next to the Safety Station.



PROCESS ENGINEERING UPDATES

TREVER PANKRATZ, PROCESS ENGINEERING MANAGER

It has been a busy year for the Process Engineering team. I'll start with what we had been up to until the past few weeks, then tell what we are doing now.

Curtis has been busy keeping M1 methods running smooth, creating various dashboards for nearly every department to keep them up to date with info and on track, processing ECNs as needed, creating part numbers, testing foam pads, programming waterjet parts, and taking care of the various CAR's that I throw his way.

Kazz has been keeping us on track with our lean initiatives, setting up Kanban parts, keeping our iAuditor tablets working smooth, training new employees on 5S, testing different assembly line methods for frame assembly, implementing a TPM program, and taking on some of the Safety duties.

As most know by now, we acquired Rachael under our department as our resident Safety/Chemical person. She has taken on the brunt of the safety duties since Les left and she has a Chemical Engineering degree so she is smarter than the rest of us when it comes to chemicals and how to use them properly. She has taken on some testing projects to find out if certain

chemical or environmental reactions are taking place that could be adversely affecting our products.

I have been mainly just trying to keep up with the day to day issues that pop up with machines or processes in the building. Designing, making,

AEGIS has taken priority for the moment but hopefully soon it will all be integrated and we will be back to normal. Whatever normal is at WPG?

or sourcing tools or fixtures as needed. Researching alternatives to alleviate some of the supply chain issues that continue to pop up. We did some researching the possibility of bringing the Handcup case Blow-Molding in-house since we were having troubles getting them for a while and we pay a hefty fee in shipping them from Iowa. It's not off the table yet, but it would be a significant investment in both cash and space. However the payback isn't too bad. I have been kind of putting off any large projects this year because I knew I would be too busy come July because...

WPG bought another company. AEGIS tools international out of Fitchburg Wisconsin. There's probably is or should



be another article dedicated to who AEGIS is and what they do. But in a nutshell they sell windshield removal and installation tools. Some of them use WPG components and they have been a customer of ours for years. They make a handcup, a windshield setting device, chip repair kits, package chip repair resin, and resell various other tools for the industry. Our job in the Process Engineering department was to go out there, attempt to make sense of what they do, decide what we should take back for inventory and tools, load it into a truck, drive it to WPG (without getting into any trouble with the DOT), unload everything, inventory parts, get things put into M1, create methods so we can start building product, and create procedures. All as quickly as possible to minimize disruptions in their orders. So I apologize if things look like a mess in the store and the R&D area currently, we are working through it. It has been pretty chaotic, but we are getting somewhere now, orders are going out and we are figuring out processes. I also should apologize if some of your process related requests or CAR's are taking longer than normal, as AEGIS has taken priority for the moment but hopefully soon it will all be integrated and we will be back to normal. Whatever normal is at WPG?



PRESCRIPTION SAFETY GLASSES GUIDE

RACHAEL McCANDLESS, SAFETY & PROCESS ENGINEER

Because safety glasses are required for your protection they are provided by Wood's Powr-Grip at no expense to the employee.

In the case of prescription safety glasses Wood's Powr-Grip provides an allowance for any employee to purchase a basic pair of prescription safety glasses every 12 months. Employees wanting prescription safety glasses should see Mary Wallace (front office) or the Safety Department for full details and authorization.

Employees must provide their own current eye prescription and can then take their prescription to any accredited optician that makes safety glasses meeting the required standards as listed on the authorization form. Eye exams/prescriptions are not covered under this program.

Standards:

- ANSI Z87.1 Frames
- Permanently attached side-shields
- Polycarbonate safety lenses that meet ANSI Z87.1

When you go in you need to have your authorization form SIGNED BY THE OPTICIAN or other qualified professional. The eye glasses company should then bill Wood's for the agreed upon amount. Any extra cost will be the responsibility of the employee. If you pay outright, however, you may submit an invoice/receipt for reimbursement.

For those that want to order online, your safety glasses choice must be approved by safety or you run the risk of not being reimbursed if you order a pair that does not meet the required standards. You can

simplify this process by going to safety and we will order the safety glasses through a work account (within the required budget) that way you know that your glasses meet the standard and you don't need to wait for reimbursement. You still need a current prescription.

Wood's Powr-Grip provides an allowance for any employee to purchase a basic pair of prescription safety glasses every 12 months.

In order to simplify this process and to help inform you of the available options here are a few good options to consider. You may use any options that meet the standards though, and Wood's will pay the agreed upon amount.

SIGHT PROTECT

(Website: <https://www.sight-protect.com/en/employees>) Sight Protect is run directly from a large eye glasses lab in partnership with multiple eye doctors. Currently just lens crafters but with more options to come. The main advantage of Sight Protect is that for those with Bi-focals, progressive lenses will be available at no additional cost. Also, a blue light filter and scratch coat are included. The other main advantage is that their additional coatings tend to be better priced. This program will in the future have a digital option. You must go to Safety to get set up with this particular program.

406 ROLLIN' EYES

(Phone: (406) 797-2020, Website: <https://406rollineyes.com/>)

The main advantage here is convenience and customization since she will set up a 20 min appointment during the work day here at WPG. However bifocals, particularly progressives are more expensive.

SHOPKO

(Phone: (406) 652-7297, Website: <https://www.shopko.com/eye-care/mt/billings/store-106/>)

This is one of the more popular locations. They have good prices on single vision lenses but tend to be pricy for bifocals.

ZENNI

(Website: <https://www.zennioptical.com/safety-glasses>)

This is an online option that has had good results for a few people in this company. They don't have an extensive selection of frames and only have a few coatings, but they have the cheapest prices so getting Trivex lenses would be within budget. The biggest thing with this is ***you need to verify that your order meets the standards with safety and that certain frames limit what prescriptions are possible.***

A few other options familiar with WPG's program are: Marion Optical & Southern Montana Optometric Center.

SIGHT PROTECT:

What is included with no additional cost:

Single Vision

- Single vision lenses
- Blue light filter
- Scratch coat
- Tier 2 frames

Bi-Focal Vision

- Progressive Bi-Focals lenses

SUMMER EMPLOYEES



ERIC WOOD
Handcup Assembly



NATHAN STROBEL
Maintenance



SIERRA BRANSTETTER
Handcup Assembly



ROCKWOOD FRANK
Frame Assembly

HWY CLEAN UP

Thanks to all who came out for Highway Cleanup on June 23rd! We had around 14 adults and 6 kids help out this year.

It was another hot day but we were able to get everyone dropped off, garbage picked up and everyone back to WPG in an hour. After a job well done, we were able to enjoy some pizza and cold drinks.



Know someone who would be a perfect fit for WPG?

With our **Employee Referral Program**, you can

**EARN UP TO
\$200**

for each referral who is successfully hired!

See HR or wpgteam.com for more information



- Blue light filter
- Scratch coat
- Tier 2 frames

Potential upgrades (upgrades may include a small dispensing fee):

- Anti-Fog coating + \$35
- Anti-glare + \$35
- Trivex + \$45
- Tier 3 frame + \$10
- Tier 4 frame + \$25
- Tier 5 frame + \$55

ZENNI PRICES

Single Vision

- Frames \$30-\$40
- Blokz Trivex Single Vision Lenses \$70 for Total: \$100-\$110

Bi-Focal Vision Progressives

- Blokz Trivex Progressive Vision Lenses \$88 for Total: \$118-\$128 (very limited on frames)

406 ROLLIN' EYES PRICES

Single Vision

- Single vision lenses with basic frames \$75
- Single vision lenses with Group 1 frames \$110

Bi-Focal Vision

- Lined Bi-Focals with basic frames \$100
- Lined Bi-Focals with Group 1 frames \$135
- Progressive Bi-Focals lenses

with basic frames \$165

Frame Upgrades from Basic

- Group 1 frame + \$35
- +\$10 for each group above Group 1 to Group 7

Coatings:

- Anti-Fog coating + \$40
- Anti-glare + \$35
- Trivex + \$45
- Blue Light + \$60
- Hard Coat + \$35

There is a select department for which safety glasses with dust protection are required PPE. If this is you, please see the safety department to discuss further details and allowances.

GLASS SOUTH AMERICA

BARRY WOOD, VP MARKETING & COMMERCIAL DEVELOPMENT

June 29 through July 1, the Glass South America show was held in São Paulo Brazil. This show is typically every other year. But as the last show was scheduled to be held, the world was hit with Corona Virus. After rescheduling the show several times, it finally took place in 2022.

One would barely notice that the pandemic had taken place if not for a few masks here and there, the only sign of COVID was that the airlines still require a couple extra hoops to be jumped through to board the plane both leaving and returning to the United States.

One thing, that many people may not be aware of is that, Marcus Mazza, the gentleman

The show was pretty busy, and things seemed to go fairly smoothly

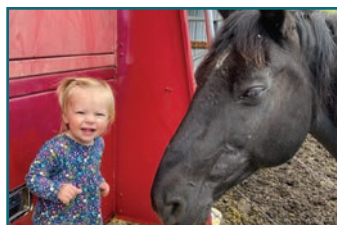
accountant, Ranieri Filho, has been helping to keep things running since Marcus left. At the time of the show, we had Ranieri plus four employees working for the company. However, as I write this, one employee has left, and the short-term plan is to try to avoid replacing her.

The show was pretty busy, and things seemed to go fairly smoothly, all things considered. With Marcus gone, there was nobody local who had ever organized a show booth before. So there was a learning curve, but they pulled it off.

who opened and managed the WPG subsidiary in Brazil, has become very ill, and he had to step down from running the company. Our corporate



DANIEL MEUCHEL



CURTIS HARTMAN

2022 WPG PHOTO CONTEST

STACY LAWVER, GRAPHIC DESIGN AND VISUAL PRODUCTION

This year marked the 13th Annual WPG Employee Photo Contest! We had 21 employees participate with 81 entries.

Thank you all who participated in submitting photos and in voting! **Congratulations to Holly Anderson, Jodi Schreiner and Daniel Meuchel for taking home the cash prizes!**

Start shooting for next year's contest! **Remember you can turn in your photos anytime between now and the July-2023 deadline.**

WPG PHOTO CONTEST WINNERS



JODI SCHREINER



DANIEL MEUCHEL



HOLLY ANDERSON



JOSHUA EICKHOFF



JUSTIN SMITH



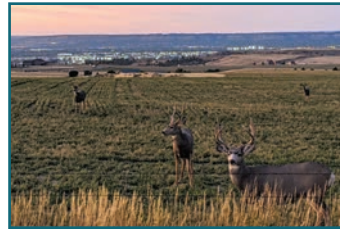
MIKE LONGBOTTOM



BARBARA MURPHY



JUSTIN SMITH



DANIEL MEUCHEL



STACY LAWVER



CAMEREN ALBER



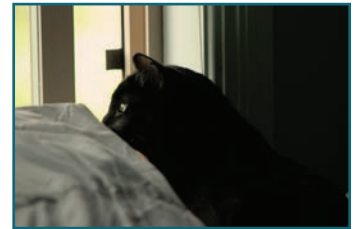
JOSHUA EICKHOFF



JODI SCHREINER



STACY LAWVER



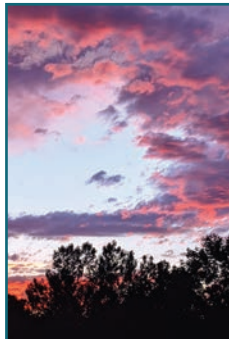
RACHAEL McCANDLESS



JODI SCHREINER



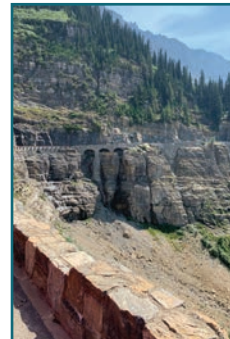
JODI SCHREINER



JODI SCHREINER



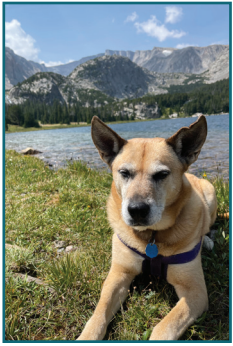
MACKENZIE SERFAZO



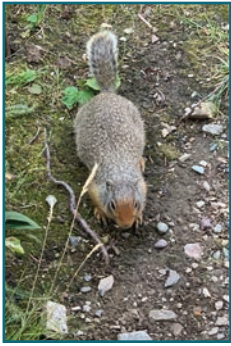
MACKENZIE SERFAZO



LACEY THOMPSON



CAMEREN ALBER



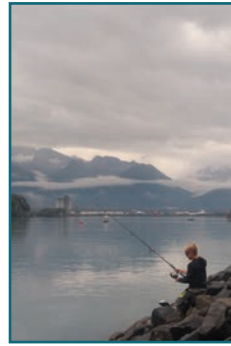
MACKENZIE SERFAZO



LACEY THOMPSON



JOSHUA EICKHOFF



MARTY PETERSON



MIKE LONGBOTTOM



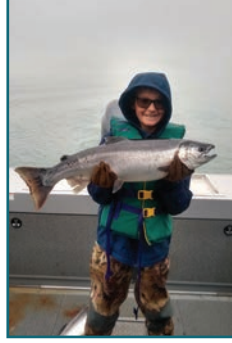
JODI SCHREINER



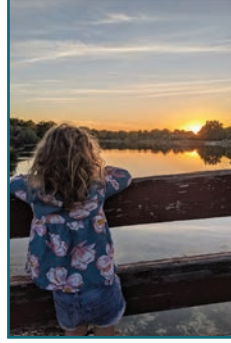
JOSHUA EICKHOFF



CAMEREN ALBER



MARTY PETERSON



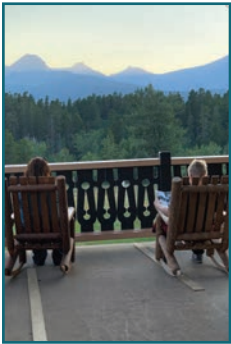
DANIEL MEUCHEL



MIKE LONGBOTTOM



KELCIE LOHOF



BRENDA LAWVER



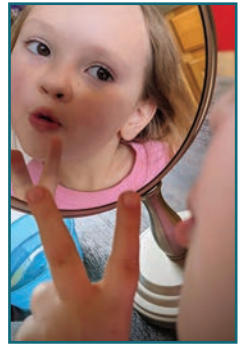
DANIEL MEUCHEL



CAMEREN ALBER



JOSHUA EICKHOFF



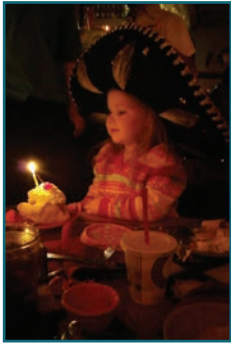
JODI SCHREINER



AMANDA WILKEY



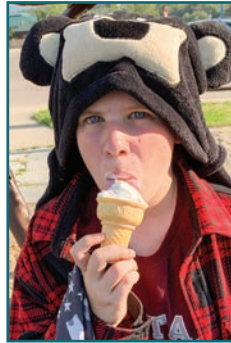
KELCIE LOHOF



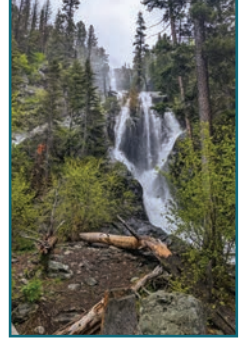
NATE FRICKEL



DANIEL MEUCHEL



BRENDA LAWVER



MIKE LONGBOTTOM



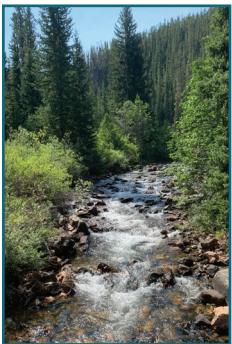
BRENDA LAWVER



JUSTIN SMITH



KELLY KOONTZ



BRENDA LAWVER



STACY LAWVER



BRENDA LAWVER



MARTY PETERSON



CAMEREN ALBER



KELCIE LOHOF



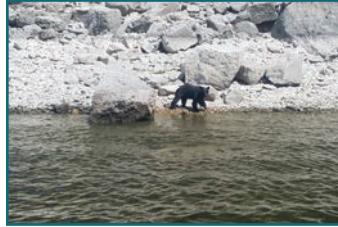
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JOSHUA EICKHOFF



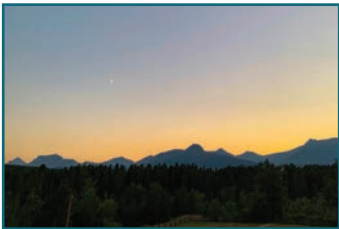
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JUSTIN SMITH



STACY LAWVER



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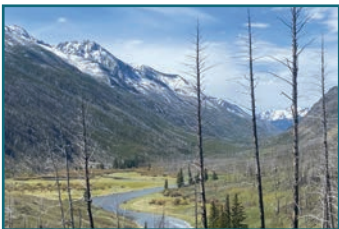
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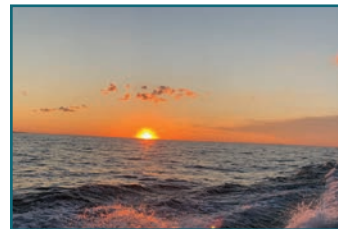
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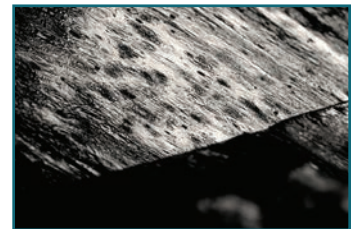
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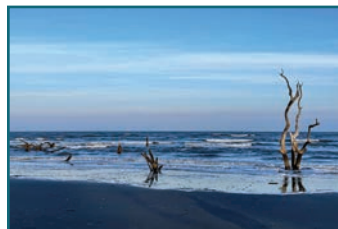
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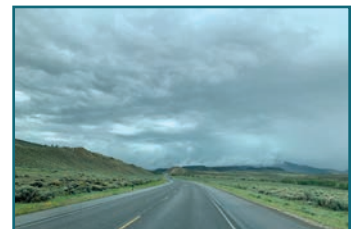
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KELLY KOONTZ



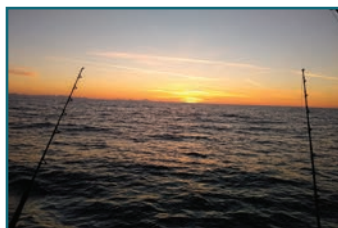
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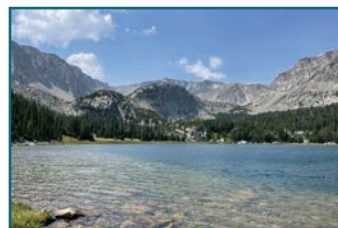
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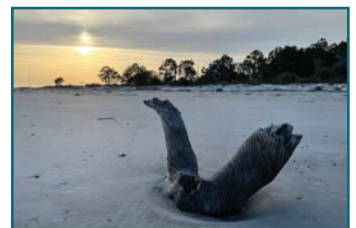
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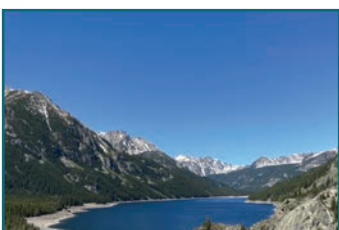
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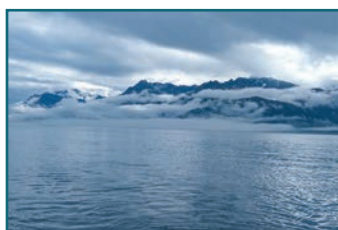
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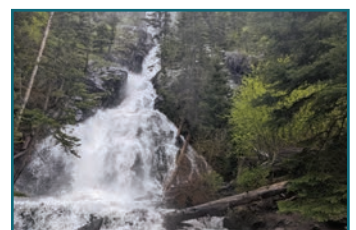
CAMEREN ALBER



MARTY PETERSON



DANIEL MEUCHEL



MIKE LONGBOTTOM

2023 HOLIDAY CLOSURE & shutdown schedule

APRIL 7	FRIDAY	GOOD FRIDAY
MAY 29	MONDAY	MEMORIAL DAY
JULY 3-4	MONDAY & TUESDAY	INDEPENDENCE DAY
SEPT 4	MONDAY	LABOR DAY
NOV 23-24	THURSDAY & FRIDAY	THANKSGIVING
DEC 25, 2023 (MON) - JAN 1, 2024 (MON)		WINTER SHUTDOWN

Note: The last day of work before Winter Shutdown will be Friday, December 22, 2023.

Off 10 days – Saturday, December 23, 2023 through Monday, January 1, 2024.

Return to work on Tuesday, January 2, 2024.

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, 2023 and work the entire calendar year of 2023 will receive 80-hours of paid holiday for 2023. 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 2023.

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	5 Holidays before Shutdown	4 Holidays before Shutdown
3 Holidays during Shutdown (12/25-27)	3 Holidays during Shutdown (12/25-27)	4 Holidays during Shutdown (12/23, 12/27-30)
2 UNPAID days during Shutdown (12/28-29) USE 1 2024 HOLIDAY (1/1/24)	1 UNPAID days during Shutdown (12/28) USE 1 2024 HOLIDAY (1/1/24)	0 UNPAID day during Shutdown USE 0 2024 HOLIDAYS