

HERITAGE PRODUCTS, INC

To: ALL TEAM MEMBERS
From: SENIOR MANAGEMENT COMMITTEE
Date: November 29, 2011

**Subject: PROPOSED 2012
HOLIDAY/VACATION SCHEDULE**

There are 13 paid Holidays in the year 2012. The following is the Proposed Holiday Schedule for Heritage Products, Inc.

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|--------------------------|------------------------------|
| Good Friday | Friday, April 06, 2012 |
| Memorial Day | Monday, May 28, 2012 |
| Independence day | Wednesday, July 04, 2012 |
| Floating Holiday | Thursday, July 05, 2012 |
| Labor Day | Monday, September 03, 2012 |
| Thanksgiving | Thursday, November 22, 2012 |
| Day after Thanksgiving | Friday, November 23, 2012 |
| Christmas Eve (Floating) | Monday December 24, 2012 |
| Christmas | Tuesday, December 25, 2012 |
| Floating Holiday | Wednesday, December 26, 2012 |
| Floating Holiday | Thursday, December 27, 2012 |
| Floating Holiday | Friday, December 28, 2012 |
| NP/NP DAY | Monday, December 31, 2012 |

Because several of our customers will be operating on January 2, 2012 we will not be able to observe the New Year's Holiday on that date. So the New Year's Holiday can be scheduled at the choice of the Team Member.

You can schedule it using the 2012 Vacation Request form.

**** This is a tentative schedule, as we will not know our customers July Shutdown/Holiday schedules until late March 2012
We will advise you as soon as possible, when those schedules are firmed up.**

Thank You.
Kevin Maclsaac