

LETTER OF UNDERSTANDING
EARNED DAY OFF RETIREMENT PROGRAM

WHEREAS the parties to this agreement desire an orderly and fair retirement of the earned day off program, the following terms are agreed upon:

1. Employees will receive one (1) personal day off per month in addition to general holidays, vacation and/or other paid absences for the period February 1, 2008 - January 31, 2009.
2. Employees will receive one (1) personal day off every month and a half in addition to general holidays, vacation and/or other paid absences for the period February 1, 2009 - January 31, 2010.
3. Employees will receive one (1) personal day off every three months in addition to general holidays, vacation and/or other paid absences for the period February 1, 2010 - January 31, 2011.
4. Work performed on a scheduled personal day off shall be regarded as overtime unless the employee and the Company mutually agree to an alternative personal day off.