

**Chardon
Rubber
Company**

373 WASHINGTON STREET
CHARDON, OHIO 44024
TELEX: 510 100 2497
TELEPHONE: (216) 285-2161
FAX: (216) 286-8422

TELE-FACSIMILE NO:

DATE: November 7, 1988
TO: See Distribution
FROM: Payroll & Personnel Depts.
SUBJECT: THANKSGIVING HOLIDAY

All time cards for the week of November 14, 1988 through November 20, 1988, must be in the Payroll Office by Monday, November 21, 1988 so that we may have pay checks for employees before the Thanksgiving Holiday - Tuesday, November 22, 1988 for 2nd and 3rd shift employees and Wednesday, November 23, 1988 for 1st shift employees.

Vacation Requests must be turned into the Personnel Office no later than Friday, November 18, 1988 (vacation pay to be paid on November 22nd or 23rd).

No Exceptions

Thank you.

Distribution: A. Colwell
D. Boone
R. Druhota
V. Parnin
L. Ryan
H. Stafford
M. Cochran
P. Little
E. Jackson
C. Manross
B. Bonness
P. Bongiovanni

R. Guy
D. Ashba
D. Turner
M. Doss
C. Eldridge
D. Znidarsic
J. Little
S. Prinkey
D. Kaveliski
D. Dean
N. Souvey
R. Breno

CHARDO 01991

Jim Corman

David Terr 318

Shulman
PVC

Randy Dickerson

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Plastic

Roger Hsiao

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