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MEMORANDUM

TO: OpTech Employees
FROM: Angelique Rodriguez-Edge, Operations Manager
SUBJECT: Holidays 2012

OpTech is pleased to announce that we are implementing a new Holiday Policy that offers more flexibility for paid Holiday time off. OpTech continues to observe 10 paid holidays and this now includes four Floater Holidays. Effective January 1, 2012 OpTech observes the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day
Four (4) Floating Holidays

Should an observed holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. This does not apply to the Floating Holiday.

The following conditions apply to OpTech's holiday pay policy:

- All OpTech contract employees will be eligible for holiday pay provided the employee works an average of 32 hours per week during the preceding 30 days prior to the holiday.
- All OpTech contract employees must send an e-mail to timesheets@optechus.com indicating which day(s) you are using as a holiday.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- If an employee is scheduled to work on a holiday, he or she will be paid employee's regular rate of pay plus eight (8) hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- Contract Employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.
- Holiday pay cannot be banked, and paid holidays are not to exceed 10 days in a calendar year.

The holiday policy for eligibility remains the same as described in your Employee Handbook. Please feel free to contact Angelique with any questions. Enjoy your holidays!