

October 10, 2006

Mr. James D. Smith  
Grand Lodge Representative  
International Association of Machinists and Aerospace Workers  
Executive Plaza III  
135 Merchant Street, Suite 265  
Cincinnati, Ohio 45246-3734

Re: Holiday Scheduling

Dear Mr. Smith:

This letter confirms the parties agreement for scheduling procedures during holiday weeks involving reduced work schedules, and the need to maintain and provide for scheduling flexibility. Consequently, the procedures as outlined below are designed to disrupt work schedules as little as possible, and will only have application in those seniority sections where holiday scheduling procedures are not established through an appropriate Supplementary Agreement.

The procedure is as follows:

- A. When it is known that the work force will be reduced on the holiday(s), the normal work schedule should be prepared as if it were a non-holiday week.
- B. Jobs which will not be scheduled on the holiday will then be deleted. The employee whose job is deleted will not be reassigned to work regardless of the employee's seniority relationship to other employees.
- C. Following the posting of the work schedule, should it become necessary to fill a scheduled turn(s) or add assignments during the holiday week, the

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most senior employee scheduled the least number of turns of actual work for the week will be offered the vacancy up to a maximum of five turns of actual work. If the turn is not filled in this manner, and all other employees are excused from working, the least senior and available employee will be assigned to work.

It is also understood that nothing in this procedure is intended to cause or result in the scheduling of overtime.

Sincerely,

Thomas F. McKenna  
Vice President, Labor Relations

Agreed:

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Mr. James D. Smith, Grand Lodge Representative  
International Association of Machinists and Aerospace Workers

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