

WORKING RULES

The following rules will be observed in determining the ELIGIBILITY OF EMPLOYEES to participate in the benefits of the PENSION SYSTEM, SUPPLEMENTARY COMPENSATION PLAN and the TEN YEAR FACTORY SERVICE VACATIONS:

1. Temporary absence and temporary lay-off on account of illness or because of reduction in force will not be considered as a break in the continuity of service, but where such absence exceeds six consecutive months it will be deducted in computing length of active service.

2. If any employee, after leaving the service of the Company, shall be re-employed, he shall be considered as a new employee.

3. "Leaving the service" as referred to in Rule 2 is defined as follows:-

- (a) When an employee leaves voluntarily or is definitely discharged.
- (b) When an employee absents himself from duty for three consecutive weeks, or longer, without satisfactory or adequate explanation.
- (c) When an employee, originally laid off because of reduction in force (who may or may not have accepted temporary employment elsewhere) fails to apply for re-employment within six months, or, being notified that he may return, fails to do so within three weeks of the date of such notice without satisfactory or adequate explanation for such failure.
- (d) When an employee originally laid off because of illness fails to keep his department head informed monthly, or otherwise obtain approval of his absence.
- (e) Special circumstances which may justify the suspension of the foregoing clauses under Rule 3, in any individual case, will be brought by the head of the Works or office to the attention of the Secretary in the case of pensions, to the Comptroller in the case of supplementary compensation, and to the Factory Manager in case of ten year service vacations.

4. Leave of absence not exceeding three months may be granted individual employees, at the discretion of managers