

**Erik Olund**  
Managing Director – Base Maintenance



May 22, 2019

DWH and TUL Teams:

I am sure that you are aware of the announcement that Memorial Day will be observed as a paid holiday for the TWU. With respect to TWU represented employee groups, employees scheduled to work Memorial Day will be expected to do so. Both DWH and TUL bases have no shortage of work. It is because of the workload that we hope many of you will take advantage of the new rates while working this holiday.

That being said, we understand that some of our team would prefer to observe the holiday at home and away from work. If you elect to take the day off, please give your Supervisor or Manager an AOI stating you would like to take the day off no later than Saturday May 25th at 1400. If no AOI is turned in then you will be expected to work the day. As a reminder, examples of our operationally required employees are TUL line, Hangar 80, Warehouse Operations, and FM essential personal.

Thank you for all that you do.

Erik

A handwritten signature in black ink, appearing to read "Erik", written in a cursive style.