

THE Leavenworth CONNECTION



DECEMBER 2014

EDITORS: LISA ALLEN & BETH KELLEY



*Plant Christmas Dinner!
Tis The Season To Be Thankful.....*



Please join in by sharing a meal with your coworkers. Each shift is scheduled to have a Plant Holiday Dinner & everyone is asked to contribute \$2.00 toward the meat & to bring a side dish of your choice.

*Plant Christmas Dinner Schedule:
Meat to be served: Smoked Pork, Ham,
Turkey Breast & Fried Chicken
All meals will be served in the Crown Room*

2nd Shift

When: Tuesday, December 9, 2014

Time: 7:30 P.M

3rd Shift

When: Wednesday, December 10, 2014

Time: 3:30 A.M

1st Shift

When: Wednesday, December 10, 2014

Time: 11:30 A.M

Hope to see everyone there!!!



Family Christmas Party!

*December 6th
9 AM – 11 AM*

Free pictures with Santa! Balloon artists, face painting and refreshments. Employee must accompany guest.

Admission is FREE!!!

CROWN ROOM & CARD SHOP

Hallmark's corporate services department is introducing new "micro mart" food service at Leavenworth, Lawrence, Liberty and Kansas City during the first quarter of next year. For the Leavenworth plant, all food service will be provided by the unstaffed micro mart approach. Employees will pay for their food/beverage items through the use of a self-service register that will allow 24/7 service. Purchase is by payroll deduction using a Hallmark ID.

The food will be prepared and packaged by Crown Room staff, and delivered to micro mart locations each weekday. Security cameras and careful inventory control measures will be used to ensure items are properly purchased.

The Leavenworth Crown Room will undergo some construction beginning the end of year to begin installation of the equipment and technology needed to move to the micro mart. As we know more specifics around the timing of the construction and disruption that may occur, we will provide that communication to the plant. One other change that will occur in 2015 is that the Leavenworth Card Shop hours will be changed to have the Card Shop open more days each week. Once we know the new schedule, we will communicate the new schedule to the plant as well.

*MERRY CHRISTMAS
&
HAPPY NEW YEAR!!*



HOLIDAY PLANT CLOSING

The temporary closure will include five paid company holidays: Dec. 24, Dec. 25, Dec. 26, Jan. 1 and Jan. 2 (the company will be open for business Dec. 22 and Dec. 23).

Non-exempt (hourly) employees may choose to use paid time off (PTO) or unpaid voluntary time off (VTO) for the three days of Dec. 29, Dec. 30 and Dec. 31. Non-exempt (hourly) employees who use employee self-service time in HR Direct, or whose time is recorded in HR Direct by a timekeeper, will need to have their time recorded earlier than normal for these days. Timecards for the week of Dec. 22 and Dec. 29 will be available Dec. 1 to allow either PTO or VTO to be entered before they leave for the holiday shutdown.

Exempt (salaried) employees must use PTO for Dec. 29, Dec. 30 and Dec. 31. All exempt employees must submit these days as PTO in HR Direct by Dec. 17. An exempt employee's December PTO accrual will be available for use on these days.

BIRTHDAYS

01	Dan Gallagher
04	Dan Pieratt
04	Dave Schmalstieg
04	Sylvester Traylor
05	Dan Lindstrom
06	Diana Huseby
06	Ray Maxwell
07	Mike Hayes
10	Dewey Gustafson
13	Dan Carley
13	Barrett Damron
15	Patty Barnes
16	Brett Kossen
16	Cassandra Lincoln
17	Randy Fields
19	Chris Powers
24	Kim Murphy
27	Larry Meza
28	Gary Britton
28	Phil Hightower
30	Sandy Duffin

ANNIVERSARIES

<i>35th</i>	Glinda Harris Dec. 17, Warehouse
<i>35th</i>	Tim Jackson Dec. 17, Maintenance
<i>35th</i>	Stephanie Kreutzer Dec. 17, Warehouse