Sabin Metal Corporation

Human Resource Updates

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Upcoming Dates to Remember......



December 17th Tuesday

Sabin's Annual Holiday Gift distribution. This year we are giving away a Sabin Jacket.

December 15th Health /Dental/Vision Aflac/ Enrollment/Changes Deadline

All enrollment/change forms must be submitted on or before the due date.

December 25, 2019 Wednesday Scheduled Christmas Day off.

Jan. 1, 2020 Wednesday Scheduled New Year's Day off

2020 Holiday Schedule

New Year – Wednesday 1/1/20

Presidents Day – Monday 2/17/20

Good Friday – Friday 04/10/20

Memorial Day – Monday 05/25/20

Independence Day – Fri. 7/3/20

Labor Day – Monday 09/07/20

Thanksgiving – Thursday 11/26/20 Friday 11/27/20 Christmas Day – Fri. 12/25/20



Best Wishes for a Happy Retirement

Managing Emotions Under Pressure – Hillary Shaffer

Employee retiring on 12/27/2019:

Donald Cobin - 32 years of service As you go into this next phase of your life, may you enjoy the very best that life has to offer. Thank you for your years of service and congratulations on your retirement!!

Don't stop learning, because life never stops teaching......

Continues learning is your self-motivated persistence in acquiring knowledge & competencies in order to expand your skill set. It forms part of your personal & professional development in an effort to avoid stagnation & reach your full potential. The following employees earned their Certificates this year:

Microsoft Excel Basics & Beyond the Basics - Samantha Hesse, Leahanne Schroth and Hillary Shaffer How to Supervise People – John Collins, Shane Conley, Mike Bennett & Cathy B. How to Bargain & Negotiate with Vendors & Suppliers – Hillary Shaffer

Wishing you all a very Happy Holiday and a Prosperous New Year!! From: Human Resource Department



"Never let

the things

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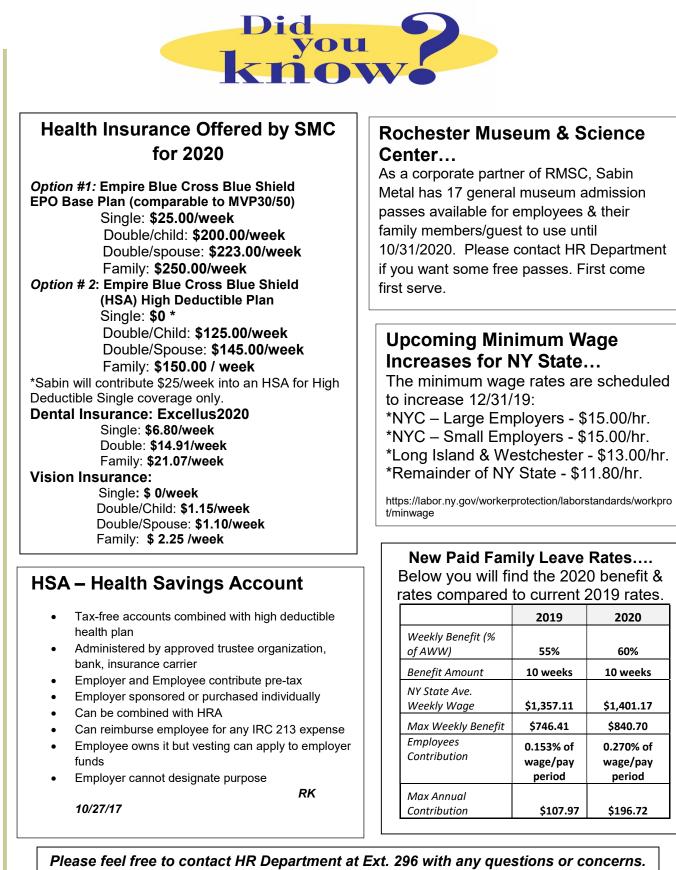
make you

forget the

things you

HAVE"

YOU



Please feel free to contact HR Department at Ext. 296 with any questions or concerns. Thank you, Cathy Bundschub/HB Coordinator

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