

One free day off coupon.

This offer is only valid between the dates of November 26, 2001 and January 11, 2002. No extensions are allowed. Only one coupon/free day off per employee. Time off must be pre-scheduled and approved by your immediate supervisor. This offer is not a terminable benefit which means it may not be applied to or be considered a part of any separation package.

Please complete and attach this coupon to your timesheet (non-exempt) or monthly leave sheet (exempt) for the time period covering your free day off. This is necessary so your paid time off balance is not charged for the time off.

Name _____ Date of free day off _____

Supervisor signature _____



How to avoid the hollydaze.



You've probably seen it before. The glazed over look of someone who is already stressed to the max and just realized that the holiday season is upon them. Perhaps you've even experienced the hollydaze yourself. Let's face it. There's just too much to do and too little time to get it all done.

TrinTel wants to help employees avoid the hollydaze this season. That's why we're giving you a free day off from work so that you can tend to the important stuff. Like standing in line. Cleaning up the glitter the cat knocked over. Finding a parking place at the mall. And the all time favorite: some assembly required.

Thanks for all you've helped TrinTel accomplish this year. We hope you enjoy your well-deserved extra day off and wish you and yours all the best this holiday season. Please see the reverse side of this card for important details regarding this offer.



One free day off coupon.

This offer is only valid between the dates of April 1 and June 31, 2002. No extensions are allowed. Only one coupon/free day off per employee. Time off must be pre-scheduled and approved by your immediate supervisor. This offer is not a terminable benefit which means it may not be applied to or be considered a part of any separation packages.

Please complete and attach this coupon to your timesheet (non-exempt) or monthly leave sheet (exempt) for the time period covering your free day off. This is necessary so your paid time off balance is not charged for your free day off.

Name _____ Date of free day off _____

Supervisor signature _____



How do you learn to balance life at home and life at work?

Practice.



Practice.



Practice.



Easy to say. Difficult to do. With your work life and your home life filled with so much to do and so little time, finding the right balance between the two isn't always easy. That's why we're giving you a **free day off** to give you the time you need to perfect your own personal balancing act.

What can you do with your free day off? That's up to you. Why not schedule an appointment with a chair on the beach where you can write memos in the sand and take calls from the gulls? Or how about that book that's been asking for someone to curl up with since you bought it? When's the last time you flew a kite? The options are endless. And they're all yours for the taking.

Whatever you decide to do with your free day off, we hope you enjoy it. Because we truly appreciate all you do.

