



Date : December 29, 2008

To : Real Soft, Inc - Salaried Employees

Re : Paid Time Off Policy Changes Effective January 1, 2009

From : Human Resources

Please be advised that effective January 1, 2009, you shall be allowed to carry forward fifty(50%) percent of the paid time off you are eligible for during the applicable current fiscal year. Such carry overs must be used within the first six (6) months of the new year, otherwise it will be deemed as not claimed and therefore surrendered.

This new policy replaces paragraph #4 on page 32 of the Employee Hand book.

Should you have any questions, please see the HR Department.

HR Department