UNITED STATES BANKRUPTCY COURT DISTRICT OF DELAWARE	PROOF OF CLAIM						
În re:	Case Number:						
under 11 U.S.C. § 503(b)(9), this form should not be used to make a claim for adnexpenses arising after the commencement of the case. A "request" for payment of administrative expense may be filed pursuant to 11 U.S.C. § 503(a).	E. See Reverse for List of Debtors/Case Numbers/ important details. Other than claims 11 U.S.C. § 503(b)(9), this form should not be used to make a claim for administrative uses arising after the commencement of the case. A "request" for payment of an instrative expense may be filed pursuant to 11 U.S.C. § 503(a).  The of Creditor and Address: the person or other entity to whom the debtor in the case is the person or other entity to whom the debtor is the person or other entity to whom the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person or other entity to whom the debtor is the person of the person or other entity to whom the person of the person or other entity to whom the person of the person or other entity to whom the person of the person of t		ck box if you are at anyone else has oof of claim relating to n. Attach copy of				
owes money or property	owes money or property  24838954001054  JEFFREY BUCHANAN  376 BAUGH LANE		nt giving particulars.  ck this box if you are or or trustee in this		•		
Creditor Telephone Number ( ) 2, 76 - 608 - 067	9	RECEIVED		Bankruptcy Court of	ady filed a proof of claim with the or BMC, you do not need to file again.  E IS FOR COURT USE ONLY		
Name and address where <b>payment</b> should be sent (if different from SEE ABOVE				ox to indicate that this s a previously filed claim. er (if known):			
Payment Telephone Number ( ) 276 - 608 - 0679		BMC GROUP		Filed on:			
1. AMOUNT OF CLAIM AS OF DATE CASE FILED \$ 7 If all or part of your claim is secured, complete item 4 below; however, if all fill or part of your claim is entitled to priority, complete item 5.	, 037 of your clain	4.5 n is unsecu	red, do not complete	item 4.			
Check this box if claim includes interest or other charges in addition to the passes of the charge o		tructions ‡3a on	3. LAST FOUR DI	GITS OF ANY NU	MBER BY WHICH CREDITOR		
4. SECURED CLAIM (See instruction #4 on reverse side.)  Check the appropriate box if your claim is secured by a lien on property or a right of set off and provide the requested information	Secured Cla				<b>NOT</b> include the priority portion of ur claim here.		
Real Estate Motor Vehicle Other	_	Amou	•		ne case fil included in secured claim, sis for Perfection:		
5 PRIORITY CLAIM	Priority Clai	m Amount	: \$	vard purchase, lease, or household use -11	Include ONLY the priority portion of your unsecured claim here. or rental of property or U.S.C. § 507(a)(7).		
You MUST specify the priority of the claim:  Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).		Taxes Other	or penalties owed to g	overnmental units - 1 ragraph of 11 U.S.C. ustment on 4/1/13 and	1 U.S.C. § 507(a)(8). § 507(a) ( ). d every 3 years thereafter		
wages, salaries, or commissions (up to \$11,725 ), earned within 160 days before filing of the bankruptcy petition or cessation of the debtor's business whichever is earlier - 11 U.S.C. § 507(a)(4).  Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).	SECTION 503(b)(9) CLAIM \$				received by the debtor within 20 days S.C. § 503(b)(9)). Include the amount of		
<ul> <li>6. CREDITS: The amount of all payments on this claim has been credited for the purpose of making this proof of claim.</li> <li>7. SUPPORTING DOCUMENTS: <u>Attach redacted copies of supporting documents</u>, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, court judgments, mortgages, and security agreements. You may also attach a summary. Attach redacted copies of evidence of perfection of a security interest. (See instruction 7 and definition of "redacted" on reverse side.) If the documents are not available, please explain.</li> </ul>							
DATE-STAMPED COPY: To receive an acknowledgment of the claim, enclose a stamped, self-addressed envelope and copy of the claim.	nis proof o	t claim.	DO	CUMENTS MAY BE	AL DOCUMENTS. ATTACHED DESTROYED AFTER SCANNING.		
The original of this completed proof of claim form must be se ACCEPTED) so that it is actually received on or before 4:00 p. Non-Governmental Claimants OR on or before November 15,	m, prevail 2010 for (	ling East Governm	ern Time on Augu ental Units.	st 6, 2010 for	THIS SPACE FOR COURT USE ONLY Barcalounger		
BY MAIL TO: BMC Group, Inc Attn: Barcalounger Corporation Claims Processing PO Box 3020 Chanhassen, MN 55317-3020	BMC Gr Attn: Ba 18750 L	oup, Inc			00183		
DATE SIGNATURE: The person filing this claim mu and state address and telepho	ust sign it. Sone number	ign and pri	from the notice addres	ss above. Aπach copy	ther person authorized to file this claim y of power of attorney, if any.		
1/12/10   Jeffrey D		na	wnn	50 AND 0571	-, U, pu-11/1/11/17		

### INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the debtor, there may be exceptions to these general rules.

### ITEMS TO BE COMPLETED IN PROOF OF CLAIM FORM (IF NOT ALREADY PROPERLY FILLED IN)

### Court, Name of Debtor, and Case Number:

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example Central District of California), the name of the debtor in the bankruptcy case, and the bankruptcy case number. If you received a notice of the case from the Claims Agent, BMC Group, some or all of this information may have been already completed.

Debtor Name	Case No
American of Martinsville, Inc.	10-11638
Barcalounger Corporation	10-11637

### Creditor's Name and Address:

Fill in the name of the person or entity asserting a claim and the name and address of the person who should receive notices issued during the bankruptcy case. A separate space is provided for the payment address if it differs from the notice address. The creditor has a continuing obligation to keep the court informed of its current address. See Federal Rule of Bankruptcy Procedure (FRBP) 2002(g).

### 1. Amount of Claim as of Date Case Filed:

State the total amount owed to the creditor on the date of the Bankruptcy filing. Follow the instructions concerning whether to complete item 4. Check the box if interest or other charges are included in the claim.

### 2. Basis for Claim:

State the type of debt or how it was incurred. Examples include goods sold, money loaned, services performed, personal injury/wrongful death, car loan, mortgage note, and credit card.

3. Last Four Digits of Any Number by Which Creditor Identifies Debtor: State only the last four digits of the debtor's account or other number used by the creditor to identify the debtor.

### 3a. Debtor May Have Scheduled Account As:

Use this space to report a change in the creditor's name, a transferred claim, or any other information that clarifies a difference between this proof of claim and the claim as scheduled by the debtor.

### 4. Secured Claims

Check the appropriate box and provide the requested information if the claim is fully or partially secured. Skip this section if the claim is entirely unsecured. (See DEFINITIONS, below.) State the type and the value of property that secures the claim, attach copies of lien documentation, and state annual interest rate and the amount past due on the claim as of the date of the bankruptcy filing.

### 5. Amount of Claim Entitled to Priority Under 11 U.S.C. §507(a).

If any portion of your claim falls in one or more of the listed categories, check the appropriate box(es) and state the amount entitled to priority. (See DEFINITIONS, below.) A claim may be partly priority and partly non-priority. For example, in some of the categories, the law limits the amount entitled to priority. Claims entitled to administrative priority under 11 U.S.C. § 503(b)(9) should be asserted by filling in the appropriate information on this Proof of Claim form. All other administrative claims must be asserted by an appropriate "request" under 11 U.S.C. § 503(a) and should not be asserted on this Proof of Claim form.

### 6. Credits:

An authorized signature on this proof of claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

### 7. Supporting Documents:

Attach to this proof of claim form redacted copies documenting the existence of the debt and of any lien securing the debt. You may also attach a summary. You must also attach copies of documents that evidence perfection of any security interest. You may also attach a summary. FRBP 3001(c) and (d).

Do not send original documents, as attachments may be destroyed after scanning.

### Date and Signature:

The person filing this proof of claim <u>must</u> sign and date it. FRBP 9011. If the claim is filed electronically, FRBP 5005(a)(2), authorizes courts to establish local rules specifying what constitutes a signature. Print the name and title, if any, of the creditor or other person authorized to file this claim. State the filer's address and telephone number if it differs from the address given on the top of the form for purposes of receiving notices. Attach a complete copy of any power of attorney. Criminal penalties apply for making a false statement on a proof of claim.

### **Date-Stamped Copy**

Return claim form and attachments, if any. If you wish to receive an acknowledgement of your claim, please enclose a self-addressed stamped envelope and a second copy of the proof of claim form with any attachments to the Claims Agent, BMC Group, at the address on the front of this form.

Please read - important information: upon completion of this claim form, you are certifying that the statements herein are true.

Be sure all items are answered on the claim form. If not applicable, insert "Not Applicable."

### DEFINITIONS

### DEBTOR

A debtor is the person, corporation, or other entity that has filed a bankruptcy case.

### **CREDITOR**

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

### CLAIM

A claim is the creditor's right to receive payment on a debt that was owed by the debtor on the date of the bankruptcy filing. See 11 U.S.C. §101 (5). A claim may be secured or unsecured.

### PROOF OF CLAIM

A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). This form must be filed with the court-appointed Claims Agent, BMC Group, at the address listed on the reverse side of this page

### SECURED CLAIM Under 11 U.S.C. §506(a)

A secured claim is one backed by a lien on property of the debtor. The claim is secured so long as the creditor has the right to be paid from the property prior to other creditors.

The amount of the secured claim cannot exceed the value of the property. Any amount owed to the creditor in excess of the value of the property is an unsecured claim Examples of liens on property include a mortgage on real estate or a security interest in a car.

A lien may be voluntarily granted by a debtor or may be obtained through a court proceeding. In some states, a court judgment is a lien. A claim also may be secured if the creditor owes the debtor money (has a right to setoff).

### UNSECURED NONPRIORITY CLAIM

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

### UNSECURED PRIORITY CLAIM Under 11 U.S.C. §507(a)

Priority claims are certain categories of unsecured claims that are paid from the available money or property in a bankruptcy case before other unsecured claims.

### **Evidence of Perfection**

Evidence of perfection may include a mortgage, lien, certificate of title, financing statement, or other

### INFORMATION

document showing that the lien has been filed or recorded.

### Redacted

A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. A creditor should redact and use only the last four digits of any social-security, individual's tax-identification, or financial-account number, all but the initials of a minor's name and only the year of any person's date of birth.

### Offers to Purchase a Claim

Certain entities are in the business of purchasing claims for an amount less than the face value of the claims. One or more of these entities may contact the creditor and offer to purchase the claim. Some of the written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court or the debtor. The creditor has no obligation to sell its claim. However, if the creditor decides to sell its claim, any transfer of such claim is subject to FRBP 3001(e), any applicable provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.), and any applicable orders of the bankruptcy court.

ONCE YOUR CLAIM IS FILED YOU CAN OBTAIN OR VERIFY YOUR CLAIM NUMBER BY VISITING www.bmcgroup.com

## **Monthly Salary Pay Rate Worksheet**

### Monthly Salary =

\$ 5,353.73

60 days pay would be for a period to cover 60 days notice of employment termination.

There would be 6.08 Sixty day pay periods in a year as calculated by the following

365 days / 60 days = 6.08

Monthly Salary \* 12 = Yearly Salary

Yearl

Yearly Salary / 6.08 = Due pay of a 60 Day Period

\$ 27,037.45		ed Compensation	Total Owe	-								
\$ 1,645.16	•								rado	Unpaid Travel Expenditure to Aspen Colorado	Expendit	Unpaid Travel I
\$ 9,883.81	n	<b>&amp;</b>	*	\$ 1,235.48	п	52	_	\$ 64,244.76	u	12	×	\$ 5,353.73
4 Weeks Vacation Pay	11	8 weeks	*	Pay Per week	II	52 Weeks	`	Yearly Salary	II	12 Month in a year	×	Montly salary
								of pay.	8 weeks	40 days of accumulated sick days (equals 8 weeks of pay	mulated	40 days of accu
\$ 4,941.90	11	4	• •	\$ 1,235.48	n .	52	_	\$ 64,244.76	11	12	×	\$ 5,353.73
4 Weeks Vacation Pay	II	4 weeks	*	Pay Per week	ш.,	52 Weeks	~	Yearly Salary	II	12 Month in a year	×	Montly salary
									n pay	Vacation pay for 4 weeks earned vacation pay	ır 4 weel	Vacation pay fo
\$ 10,566.57	11	6.08	_	\$ 64,244.76	11	12	×	\$ 5,353.73				
Pay due for 60 day notice period	11	6.08 Sixty day pay periods per year	~	Yearly Salary	u	12 Month in a year	×	Montly salary				

### Summary of Expenses / Payroll Owed to Jeff Buchanan

### **Unpaid Travel Expense Report**

 See attached Expenses report for travel to Aspen Colorado to review customer complaints at the Ritz.

**\$1,645.16** 

### Vacation Pay

With 25 years of service with AoM my <u>earned</u> vacation was 4 weeks per year. This has always been noted in the handbook that the vacation is earned as of January 1<sup>st</sup> of each year. This would account for one month's salary. As noted in the WAREN Act, employers must pay <u>earned</u> vacation.

\$4,941.90

### Sick day Pay

 The AoM Employee handbook notes that earned sick day will be paid up to 40 days. In 25 years service I never used a sick day (always used vacation for sick days, which were few anyway). According to the handbook I would be entitled to 40 days sick pay.

\$9,883.81

### 60 Days pay for WAREN Act

- I was not given notice 60 days prior to shutdown & termination; in fact notice was given after shutdown & termination. Also, the Warn act notes only 3 exception for not giving 60 days notice and this situation does not fit any of the three as:
  - There was no Natural Disaster
  - o Business conditions were certainly foreseeable
  - o There was no faltering company as Hancock Park owns the company and they are not faltering and certainly where well aware of the company finances for a long period of time. In fact customers were made aware of the financial situation and plan to

restructure as well as refinance, so there was not reasonable believes that advance notice would hurt the ability to find the capital or business it needs to continue operating

\$10,566.57

**Total Owed** 

\$27,037.45

American of Martinsville, Inc.  NOTE: PRINT IN INK OR TYPE - NO ALTERATIONS OR ERASURE, PERMITTED - SEI			EE INSTRUCTION	S ON REVERSE SID	E	TRAVEL EXPENSE REPORT			
NAME: Jeff Buchanan				LOCATION: Martinsville			DEPARTMENT TO CHARGE		
•							NAME: Quality Assurance	NO	).
EASON FOR TRIP:	Review Issue's w	ith Solid lum	oer cores (Split	ting, bowing,	shrinking), at	the Ritz Asp	en.		
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trip									
PERSONAL	MILEAGE								
AUTO	GL CODE: 4780	50	<b></b>	<b></b>	50			ļ	
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<ul> <li>All expenses in lines 1-14 will automatically be added into the correct accountry on have any other expenses in line 15, you will need to note the accountry.</li> </ul>					w.		DUE CO	MPANY	
If the amount due employee equals the amount in account 210 0000, you have					all expenses.  DUE EMPI			PLOYEE	1,645.16
To correctly total, all	expense amounts should be ke	yed in the largest low	er cell.				TOTAL T	RIP COST	1,645.16
•				1			ses reported on behalf of the		
	ACCOUNT NO.		AMOUNT DR(CR	<u>ə</u>	direc	my related to the activ	re conduct of the Company's	ousiness:	
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APRIL 14, 2010 10:28 AM TRI-CITY REGIONAL AIRPORT 2525 HIGHWAY 75 UNIT 88 BLOUNTVILLE, TN 37617 423-325-6167 TERM ID: APCT969573 COMP ID: APCT CARD TYPE: AMERICAN EXPRESS TRAN TYPE: SALE ACCOUNT #: \*\*\*\*\*\*\*\*\*\*1007 24.00 TOTAL AMOUNT STAN: 036675 APPROVAL CODE: 584541 CUSTOMER COPY 121 AIRPORT BUSINE etro aspen ASPEN CO

nertz. #01 PN RR 152628383 JEFFREY BUCHANAN VEHICLE 02198/7609084 CC CLSC CLS C SATRAD Y 10NFFR LIC: CO778TMN
CDP: 306613 - AMEX OPEN CO. - AMEX OPEN SAVINGS RES E68617207B8/0418A REPARED BY: 0420/COASE11 COMPLETED BY: 2828/COASE11 ENTED: 04/11/10 21:07 @ ASPEN A/P ETURN: 04/13/10 09:40 @ ASPEN AJP LAN IN: 0418A LAN OUT: 0418A ILEAGE IN 12212 TR-X MILES ILEAGE OUT 12196 MILES ALLOWED MILES CHARGED ILES DRIVEN 16 AYS 2 @ \$ 64.00/ DAY 128.00 JBTOTAL 1 128.00 SCOUNT - R 20% 25 60 **JBTOTAL 2** 102.40 SION FEE RECOVERY 11.10% 11 48 ACCEPTED @ \$ 26.99 DAY Т\$ 53.98 ACCEPTED @ \$ 12.95 DAY 25.90 ACCEPTED @ \$ 5.95 DAY USE FEE + TAX 9.74 AFETY PROG FEE 4.00 1.03 SURCHARGE 8.900% ON TAXABLE TTL OF \$ 168.89 15.02 235.45 ON AMX AMX XXXXXXXXXXXX1007

HOW WAS YOUR EXPERIENCE? WE'D LIKE YOUR FEEDBACK.

all 1-800-278-1595, or sit WWW.HERTZSURVEY.COM

nter Access Code: 02109

ike Brief 4 Question Survey

JMP # 04 **SELF** ٧L 0.576G PROVAL # 507870 RICE/G: 3.479 JEL TOTAL 2.00

0034270

**YEX** 

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PPMMWJP7T

NV# 093159 EF# 921 86-032 JTH# 00-507870

A DELTA

GP/6D

HEFREY/BUCHANAN \*\*NOT VALID FOR\*\* \*\*TRANSPORTATION\*

TRE DE ATT DE DEN UA ASE

25.00 PHILE 25.00

25.00 USD

PASSENGER RECEIPT 11APR10 0066

DL/KI TRI FTO

PSGR TICKET 0067841652854

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US

FOR CONDITIONS OF CONTRACT - SEE PASSENGER TICKET AN

EXCESS BAGGAGE

TICKET

THIS IS YOUR RECEIP

BAGGAGE CHECK

NOT VALID FOR TRAVE

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006 2512517129 3

AXXXXXXXXXXXX1007/189614

45025,00

### ∌ff Buchanan

Subject:

FW: Apr 11 elec ticket conf Aspen/Buchanan

May print itinerary/receipt at <a href="www.viewtrip.com">www.viewtrip.com</a> confirmation K0LVN2. Please call or email with any questions.

Thank you,

Pam Cundiff

Travel Consultants, Inc.

P O Box 732

Eden, NC 27288

336-627-1175/1-800-368-6915/Fax 336-627-4569

pam@edentravelconsultants.com

www.edentravelconsultants.com

AMERICAN OF MARTINSVILLE

128 E CHURCH STREET

**BUCHANAN/JEFFREY** 

MARTINSVILLE VA 24112

MAR 18 2010 ITIN

11 APR 10 - SUNDAY

LV:TRI CITIES/TN 318P DELTA FLT:5151 ECONOMY

AR: ATLANTA 434P NONSTOP 227 MILES CONFIRMED

OPERATED BY: ASA DBA DELTA CONN

SEAT: 9C

FREQ FLYER DL 2504437183

AIRLINE LOCATOR: DL -094C3U

LV:ATLANTA 540P DELTA FLT:1909 ECONOMY

AR: DENVER 707P NONSTOP 1199 MILES CONFIRMED

REFRESH AT COST SEAT:38F

FREQ FLYER DL 2504437183

AIRLINE LOCATOR: DL -O94C3U

LV:DENVER 826P UNITED FLT:6754 COACH CLASS AR: ASPEN 915P NONSTOP 126 MILES CONFIRMED

OPERATED BY: UNITED EXPRESS/SKY

SEAT:14B

FREQ FLYER UA 00227135182

AIRLINE LOCATOR: UA -K0LVN2

HERTZ 1 INTERMED 2/4 DR CONFIRMED

PICKUP: ASPEN ASPEN-SARDY FIELD AIRPORT

CONFIRMATION:E68617207B8

RATE:QUOTED 51.20 DAILY

MILEAGE:UNL/MI RATE CODE:CR

HU47132ARR11APR CXL:CXLS WITHIN 30 DAYS OF ARRIV FORFEIT DEPOSIT

**HYATT VACATION CLUB** 02 NT/S - OUT 13APR CONFIRMED HYATT GRAND ASPEN 1 ROOM/S **GUARANTEE: CREDIT CARD** 400 DEAN STREET PHONE:1-970-429-9100 RATE: 125.00 ASPEN CO US CONFIRMATION-HU0037508231

13 APR 10 - TUESDAY

LV:ASPEN 115P UNITED FLT:6563 COACH CLASS AR: DENVER 201P NONSTOP 126 MILES CONFIRMED OPERATED BY:UNITED EXPRESS/SKY

SEAT:14C

FREQ FLYER UA 00227135182 AIRLINE LOCATOR: UA -K0LVN2

712-01:1-8091-LV:DENVER **~** 346P DELTA FLT:1910 **ECONOMY** AR: ATLANTA 844P NONSTOP **1199 MILES CONFIRMED** REFRESH AT COST SEAT:36C FREQ FLYER DL 2504437183 AIRLINE LOCATOR: DL -094C3U

13 APR 10 - TUESDAY

LV:ATLANTA 935P DELTA FLT:5154 **ECONOMY** 5350-8:35-9:1 AR: TRI CITIES/TN 1048P NONSTOP 227 MILES CONFIRMED OPERATED BY: ASA DBA DELTA CONN SEAT:11B

FREQ FLYER DL 2504437183 AIRLINE LOCATOR: DL -094C3U TICKET NONREFUNDABLE/FEE FOR CHANGES

FOR EMERGENCY SERVICE OF

TRAVEL CONSULTANTS VIP CUSTOMERS: EMERGENCY ASSISTANCE ONLY CALL 336-254-7715

NONEMERGENCY/ROUTINE CALLS ARE BILLED AT MIN \$25

HAVE A PLEASANT TRIP

THANK YOU FOR CALLING TRAVEL CONSULTANTS TOLL-FREE 1-800-368-6915

TELEPHONE: 336 627-1175/FAX: 336 627-4569

EMAIL ADRS INFO/A/EDENTRAVELCONSULTANTS.COM

PICTURE ID REQUIRED ALL ADULTS/RECOMMEND 2HR CHECKIN

DISCREPANCIES MUST BE REPORTED WITHIN 24 HRS

COMPARED TO THE FULL FARE THIS REPRESENTS A SAVINGS OF \$ 1968.79

. AIR TRANSPORTATION 607.45 TAX 95.76 TTL CREDIT CARD PAYMENT 723.21-AMOUNT DUE 0.00

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	S. Buchanan	1	100009	*	**-**-0257	03/31	/2010	D001290
Earnings	Department	Hours	Reg Rate	Current	YTD	Deductions	Current	YTD
Regular	610189	173.33	30.88750	5,353.73	16,061.19	FEDERAL INCOME FEDERAL MEDICARE FEDERAL SOCIAL	851.45 76.24 325.97	2,517.0 228.7 977.9
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Pay the amount:

Three Thousand Fifty Two and 89/100 Dollars

To the account of:

Jeffrey S. Buchanan 376 Baugh Lane Abingdon, VA 24210 Amount

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DIRECT DEPOSIT NOT NEGOTIABLE





# Salaried and Non-Exempt Handbook for Associates

### **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact your supervisor immediately. Necessary steps will be taken to assure that any appropriate corrections are made promptly.

### **Overtime Pay**

From time to time it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

- 1. <u>Scheduled Overtime</u>: Scheduled overtime work is announced in advance and generally will involve an entire department or operation.
- 2. <u>Incidental Overtime</u>: Incidental overtime isn't scheduled, it becomes necessary in response to extenuating circumstances.

If you are a "non-exempt" associate and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work.

Full-time "non-exempt" associates who work on a company holiday will be given another day off for the holiday and be paid time and one half for work performed on the holiday. Again holiday pay hours as well as work performed on the holiday will be counted in calculating overtime pay for the week.

**Note:** See "Holiday Policies" in the "Benefits" section of this manual for further information.

### **Pay Cycle**

Exempt & non-exempt associates are paid once each month (12 pay periods per year). Payday is normally the last working day of each calendar month for services performed during the month.

### **Pay Period & Hours**

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

### **Termination & Severance Pay**



American of Martinsville hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ. Any vested but unused vacation time will be paid at the time of employment termination, as specified under "Vacations" in the "Benefits" section of this Manual.

American of Martinsville does not normally pay severance pay.

### **Breaks/Rest Periods**

These will be determined by the department in which you work.

### **Lunch Periods**

If you work longer than four (4) hours a day, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your manager will give you your lunch period schedule.

Non-exempt associates are expected to take a one (1) hour unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time without prior approval by your department manager or supervisor.

Associates will be reconsidered for employment after a six month waiting period.

Should the time ever come when you are thinking of leaving American of Martinsville, please talk it over with your supervisor. This is a very important decision, and you may have failed to consider some important factors.

If you decide to resign, please give at least two weeks notice. This will help us to find a replacement. You will receive your final paycheck (including any payment you are owed for accrued vacation) on the next regular pay day.

### **BENEFITS**

### **Eligibility for Benefits**

If you are a full-time associate, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements of each particular benefit.

Part-time associates are not eligible for benefits.

### **Holidays**

All full-time associates are eligible for holiday pay after the 90-day introductory period is completed. In order to be paid holiday pay, you must work the regularly scheduled work day shift prior to and immediately after the holiday.

If you are out on a leave of absence, you will not receive holiday pay.

### **Recognized Holidays**

Notices giving definite dates will be posted on the bulletin boards as far in advance as possible. If you are required to work on a holiday, you will be paid time and one-half (1-1/2) for the hours worked that day.

### **Vacations**

Vacation is a time for you to rest, relax, and pursue special interests. Regular full-time associates are eligible for paid vacation.

### **Amount of Vacation**

The vacation year starts January 1 and ends on December 31 of each year. All earned vacation is credited on January 1 of each year and must be taken by December 31 of the same year. Associates will be eligible for a paid vacation, dependent upon the length of service, as follows:

Length of Service January 1	Earned Vacation Days
	Hired no later than June 30th, will be
Less than one year	eligible for five (5) days
1 - 4 Years	10 Days
5 - 11 Years	15 Days
12 or more Years	20 Days



If hired no later than June 30th, associates will be eligible for (5) five days of vacation. Although vacation accrual begins on the date of hire, associates are not eligible to take vacation until after six months and it is not considered an earned benefit until completion of six months continuous service. During their first six months, new associates will be required to work during vacation shutdown periods. New hires with less than six months continuous service on January 1, will be allowed to transfer earned but unused

vacation to the next year, but both transferred vacation and credited vacation must be taken during the next fiscal year.

Vacation is earned at (1) one day per month to a maximum of 10 days. 15 days is earned at 1.5 days per month. 20 days is earned at 2 days per month. Vacation time may not be carried over and accumulated in subsequent calendar years. Unused vacation will be pro-rated at time of separation.

### **Scheduling Vacation**

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore must be approved by your manager. Vacation time may be taken in hourly, half-day, or full day increments. If conflicts arise in requests for vacation time, the supervisor will resolve them. Vacation time must be scheduled at least 24 hours in advance with your supervisor's approval.

### **Accumulation Rights**

Vacation earned at (1) one day per month, a maximum of 10 days. 15 days is earned at 1.5 days per month. 20 days is earned at 2 days per month. Vacation time may not be carried over and accumulated in subsequent calendar years.

### **Sick Leave**

Non-exempt associates are eligible for paid sick leave. To qualify for paid sick leave, you must be a full-time associate in a non-exempt position, and have completed your initial 90-day period. Time taken off during the initial 90-day period will be without pay. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay for up to ten (10) days per calendar year. Please advise your manager as soon as possible when you need to be absent from work due to illness.

You will be eligible for paid sick days after you have completed your introductory period as follows: one (1) day when you have completed your introductory period plus one (1) day for each month from the end of your initial 90-day period. Time taken off during the initial 90-day period. Time taken off during the period through the end of the calendar year (not to exceed five (5) days during your first year of employment). Thereafter, you will be eligible for the normal ten (10) paid sick days per calendar year. Please check the Attendance section of this Manual.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices, or for illnesses in your immediate family.

American of Martinsville may request "proof-of-illness" and may also use a company-appointed physician to examine the associate.

If you are required to take a disability leave of absence, any accrued sick leave will be used at the time the leave commences.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply but will defer to state statutes.



Sick leave may be carried over to a maximum of forty (40) days. If you have accumulated at least twenty-five (25) days of sick leave at the beginning of the calendar year you may use a maximum of two (2) sick days during that calendar year as personal days. These personal days will not be counted as occurrences when taken and are not subject to payment if the associate terminates employment prior to using them. Regular full-time eligible for vacation pay and vacation time off.

### **Other Paid Leaves**

If any of these paid leaves apply to you, please see the Human Resources Department. Revised 12/05

Congressman Rick Boucher 2187 Rayburn House Office Building Washington, DC 20515 JEFF BUCHWAK 7/23/10

Congressman Tom Perriello 1520 Longworth HOB Washington, D.C. 20515

Locke, Lord Bissell & Liddell LLP 111 South Wacker Drive Chicago, Ill 60606

David W Wirt, Esq. & Aaron C. Smith, Esq. and Polsinelli Shughart PC, Suite 1101 222 Delaware Avenue, Wilmington, Delaware 19801

### To Whom it may concern:

Please accept this letter as a request on our (as undersigned) behalf, as former employees of American of Martinsville, to appeal to you as our elected government representative to assist us in securing money we feel is owed to us in the recent shut down of American of Martinsville. I have attached an article for your reference that will give you a quick reference as to the unusual circumstance involved in this factory closedown. I'm sure, with the assistance of your staff; you will find supportive facts to see how a big corporation has again profited from the "little man" (in this case, the employees of American of Martinsville).

Hancock Park Associates purchased American of Martinsville in 2006. With the normal "Big Corporate" business model, Hancock Park Associates began the process of destroying a 100 year old company that provided generations of employment for the Martinsville area. As with your normal "Holding type Company", they follow the "easy way out" to assure "return on investment" by moving production overseas, so the company assets can be sold for quick return on investment. In a short 4 years Hancock Park Associates managed to suck the blood out of a 100 year old company, all in the name of giving the investors a quick return on investment while destroying the lives of 100's of Martinsville area individuals. The ironic part is that after sucking the financial life out of the company they want to pull out and leave 100's of creditors and employees financially ruined.

As a slap in the face they boast of their financial stability on their web site: "HPA is currently investing out of Hancock Park Capital III, L.P., a \$256 million institutional fund, which was established in 2005 with the objective of providing attractive returns for our partners through focused investments in smaller companies. This fund followed Hancock Park Capital II, L.P., our first institutional fund of \$156 million, raised during 2002." <a href="http://www.hpcap.com/AboutUs.aspx">http://www.hpcap.com/AboutUs.aspx</a>

Is it not a complete joke for Hancock Park to now be asking to be able to purchase the company back for a mere 1.5 million after breaking it up and selling it off? Of course they want to say that the company owes them 32 million to threaten the government that if they don't go along with the plan that they will not forgive the debt. Would the government allow a family that owns an estate worth millions to get food stamps for their kids because they renamed their kids "incorporated"?

We are asking that as our elected representatives that you not allow this company to hide behind layers of corporations to avoid financial responsibilities, thus leaving local businesses, individuals and most importantly the employees to suffer with the debts while they boast of their financial stability.

Are we to believe that such a company cannot abide by the establish laws (WARN Act) and at least pay the employees the 60 days pay that they deserve? And as an even bigger insult are you going to allow the company to not reimburse employees for company expenses that they paid out of their own pockets? Should employees be harassed by credit card companies for debts of the company because their names were on the cards? Should the employee's credit be ruined because these credit card balances are not paid?

We are pleading with you as our elected officials to stand up for our rights. Please see that actions are taken to:

- 1. First of all, Assure Employees that spent money out of their own pockets are reimbursed for these company expenses.
- 2. Secondly, Don't allow Hancock Park Associates to hide behind corporation schemes and say American of Martinsville and Barcalounger are solely responsible for failure. Is this a one way street is it OK that they are part of the TEAM if it is profitable but if there is debt then they hide behind "corporation"? The WARN Act was passed as law to protect the employees for just this situation the employees deserve to be paid for the 60 days as protected by the WARN Act.
- 3. Thirdly, Assure that Credit card debts are paid so former employees are not harassed and credit ratings ruined.
- 4. Fourthly, do the right thing and go "above and beyond" and make this a landmark case by forcing Hancock Park Associates to pay each employee a lump sum that will offset the disruption to them and their families, that they so deserve.

Please reply back and inform us of your findings and actions.

Jeff Buchanan 376 Baugh Lane Abingdon Va. 24210

Doug Richardson 120 Jessies Lane Axton, Va. 24054

Mike Johnson 772 Chestnut Street Fieldale, Va. 24089

Nicole Fulcher 811 Clarke Road Martinsville, Va. 24112

JEFF BUCHANAN

### **U.S. Department of Labor Employment and Training Administration Fact Sheet**

### The Worker Adjustment and Retraining Notification Act

A Guide to Advance Notice of Closings and Layoffs

The Worker Adjustment and Retraining Notification Act (WARN) was enacted on August 4, 1988 and became effective on February 4, 1989.

### **General Provisions**

WARN offers protection to workers, their families and communities by requiring employers to provide notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union); to the State dislocated worker unit; and to the appropriate unit of local government.

### **Employer Coverage**

In general, employers are covered by **WARN** if they have 100 or more employees, not counting employees who have worked less than 6 months in the last 12 months and not counting employees who work an average of less than 20 hours a week. Private, forprofit employers and private, nonprofit employers are covered, as are public and quasipublic entities which operate in a commercial context and are separately organized from the regular government. Regular Federal, State, and local government entities which provide public services are not covered.

American of Martinsville / Barcalounger had over 100 employees.

### **Employee Coverage**

Employees entitled to notice under **WARN** include hourly and salaried workers, as well as managerial and supervisory employees. Business partners are not entitled to notice.

Management was told April 16<sup>th</sup> that effective immediately they were no longer employed. We were notified that they was no money, thus there would be no vacation pay, no severance pay and no other pay. Expense reimbursements and company credit cards were left open, that they would be reviewed, to date (May 23<sup>rd</sup> nothing has been reimbursed or paid). A press release was given on April 23<sup>rd</sup> that the company was closed and notice of Warn Act was sent out; however, nothing referencing any 60 day pay.

### What Triggers Notice

Plant Closing: A covered employer must give notice if an employment site (or one or more facilities or operating units within an employment site) will be shut down, and the shutdown will result in an employment loss (as defined later) for 50 or more employees during any 30-day period. This does not count employees who have worked less than 6 months in the last 12 months or employees who work an average of less than 20 hours a week for that employer. These latter groups, however, are entitled to notice (discussed later).

### $\circ$ Notice of shutdown was sent out on the May 23 $^{ m rd}$ .

Mass Layoff: A covered employer must give notice if there is to be a mass layoff which does not result from a plant closing, but which will result in an employment loss at the employment site during any 30-day period for 500 or more employees, or for 50-499 employees if they make up at least 33% of the employer's active workforce. Again, this does not count employees who have worked less than 6 months in the last 12 months or employees who work an average of less than 20 hours a week for that employer. These latter groups, however, are entitled to notice (discussed later).

An employer also must give notice if the number of employment losses which occur during a 30-day period fails to meet the threshold requirements of a plant closing or mass layoff, but the number of employment losses for 2 or more groups of workers, each of which is less than the minimum number needed to trigger notice, reaches the threshold level, during any 90-day period, of either a plant closing or mass layoff. Job losses within any 90-day period will count together toward WARN threshold levels, unless the employer demonstrates that the employment losses during the 90-day period are the result of separate and distinct actions and causes.

### Sale of Businesses

In a situation involving the sale of part or all of a business, the following requirements apply. (1) In each situation, there is always an employer responsible for giving notice. (2) If the sale by a covered employer results in a covered plant closing or mass layoff, the required parties (discussed later) must receive at least 60 days notice. (3) The seller is responsible for providing notice of any covered plant closing or mass layoff which occurs up to and including the date/time of the sale. (4) The buyer is responsible for providing notice of any covered plant closing or mass layoff which occurs after the date/time of the sale. (5) No notice is required if the sale does not result in a covered plant closing or mass layoff. (6) Employees of the seller (other than employees who have worked less than 6 months in the last 12 months or employees who work an average of less than 20 hours a week) on the date/time of the sale become, for purposes

of WARN, employees of the buyer immediately following the sale. This provision preserves the notice rights of the employees of a business that has been sold.

### **Employment Loss**

The term "employment loss" means:

(1) An employment termination, other than a discharge for cause, voluntary departure, or retirement;



- (2) a layoff exceeding 6 months; or
- (3) a reduction in an employee's hours of work of more than 50% in each month of any 6-month period.

Exceptions: An employee who refuses a transfer to a different employment site within reasonable commuting distance does not experience an employment loss. An employee who accepts a transfer outside this distance within 30 days after it is offered or within 30 days after the plant closing or mass layoff, whichever is later, does not experience an employment loss. In both cases, the transfer offer must be made before the closing or layoff, there must be no more than a 6 month break in employment, and the new job must not be deemed a constructive discharge. These transfer exceptions from the "employment loss" definition apply only if the closing or layoff results from the relocation or consolidation of part or all of the employer's business.

### **Exemptions**

An employer does not need to give notice if a plant closing is the closing of a temporary facility, or if the closing or mass layoff is the result of the completion of a particular project or undertaking. This exemption applies only if the workers were hired with the understanding that their employment was limited to the duration of the facility, project or undertaking. An employer cannot label an ongoing project "temporary" in order to evade its obligations under **WARN**.

 Does not apply. Factory was not temporary, nor completion of a particular project or undertaking.

An employer does not need to provide notice to strikers or to workers who are part of the bargaining unit(s) which are involved in the labor negotiations that led to a lockout when the strike or lockout is equivalent to a plant closing or mass layoff. Non-striking employees who experience an employment loss as a direct or indirect result of a strike and workers who are not part of the bargaining unit(s) which are involved in the labor

negotiations that led to a lockout are still entitled to notice.

An employer does not need to give notice when permanently replacing a person who is an "economic striker" as defined under the National Labor Relations Act.

### **Who Must Receive Notice**

The employer must give written notice to the chief elected officer of the exclusive representative(s) or bargaining agency(s) of affected employees and to unrepresented individual workers who may reasonably be expected to experience an employment loss. This includes employees who may lose their employment due to "bumping," or displacement by other workers, to the extent that the employer can identify those employees when notice is given. If an employer cannot identify employees who may lose their jobs through bumping procedures, the employer must provide notice to the incumbents in the jobs which are being eliminated. Employees who have worked less than 6 months in the last 12 months and employees who work an average of less than 20 hours a week are due notice, even though they are not counted when determining the trigger levels.

The employer must also provide notice to the State dislocated worker unit and to the chief elected official of the unit of local government in which the employment site is located.

No notice was given until after workers were terminated

### **Notification Period**

With three exceptions, notice must be timed to reach the required parties at least 60 days before a closing or layoff. When the individual employment separations for a closing or layoff occur on more than one day, the notices are due to the representative(s), State dislocated worker unit and local government at least 60 days before each separation. If the workers are not represented, each worker's notice is due at least 60 days before that worker's separation.

The exceptions to 60-day notice are:

(1) Faltering company. This exception, to be narrowly construed, covers situations where a company has sought new capital or business in order to stay open and where giving notice would ruin the opportunity to get the new capital or business, and applies only to plant closings;

This is only an outlet for companies to avoid paying the 60 day notice — is there ever really a company that goes out of business that is not faltering and tries in some way to get capital? This exception could be used by every company.
 In this particular case, giving notice would not have ruined the opportunity new capital as the capital backing was being sought from the owning company

- (Hancock Park).
   Hancock Park should not be allowed to hid behind layers of "Corporations" to avoid paying 60 day pay as required by the WARN Act.
   Hancock Park (Owner) boast of having investments of \$256 million on it's Web Site (http://www.hpcap.com/AboutUs.aspx). Hardly a company that is "Faltering".
- (2) unforeseeable business circumstances. This exception applies to closings and layoffs that are caused by business circumstances that were not reasonably foreseeable at the time notice would otherwise have been required; and
- (3) Natural disaster. This applies where a closing or layoff is the direct result of a natural disaster, such as a flood, earthquake, drought or storm.

If an employer provides less than 60 days advance notice of a closing or layoff and relies on one of these three exceptions, the employer bears the burden of proof that the conditions for the exception have been met. The employer also must give as much notice as is practicable. When the notices are given, they must include a brief statement of the reason for reducing the notice period in addition to the items required in notices.

No reason given as to reason for reducing the notice period.

### Form and Content of Notice

No particular form of notice is required. However, all notices must be in writing. Any reasonable method of delivery designed to ensure receipt 60 days before a closing or layoff is acceptable.

Notice must be specific. Notice may be given conditionally upon the occurrence or non-occurrence of an event only when the event is definite and its occurrence or nonoccurrence will result in a covered employment action less than 60 days after the event.

The content of the notices to the required parties is listed in section 639.7 of the WARN final regulations. Additional notice is required when the date(s) or 14-day period(s) for a planned plant closing or mass layoff are extended beyond the date(s) or 14-day period(s) announced in the original notice.

### Record

No particular form of record is required. The information employers will use to determine whether, to whom, and when they must give notice is information that employers usually keep in ordinary business practices and in complying with other

laws and regulations.

### **Penalties**

An employer who violates the **WARN** provisions by ordering a plant closing or mass layoff without providing appropriate notice is liable to each aggrieved employee for an amount including back pay and benefits for the period of violation, up to 60 days. The employer's liability may be reduced by such items as wages paid by the employer to the employee during the period of the violation and voluntary and unconditional payments made by the employer to the employee.

An employer who fails to provide notice as required to a unit of local government is subject to a civil penalty not to exceed \$500 for each day of violation. This penalty may be avoided if the employer satisfies the liability to each aggrieved employee within 3 weeks after the closing or layoff is ordered by the employer.

### **Enforcement**

Enforcement of WARN requirements is through the United States district courts. Workers, representatives of employees and units of local government may bring individual or class action suits. In any suit, the court, in its discretion, may allow the prevailing party a reasonable attorney's fee as part of the costs.

### **Information**

Specific requirements of the Worker Adjustment and Retraining Notification Act may be found in the Act itself, Public Law 100-379 (29 U.S.C. 210l, et seq.) The Department of Labor published final regulations on April 20, 1989 in the <u>Federal Register</u> (Vol. 54, No. 75). The regulations appear at 20 CFR Part 639.

General questions on the regulations may be addressed to:

U.S. Department of Labor Employment and Training Administration Office of Work-Based Learning Room N-5426 200 Constitution Avenue, N.W. Washington, D.C. 20210 (202) 219-5577

The Department of Labor, since it has no administrative or enforcement responsibility under WARN, cannot provide specific advice or guidance with respect to individual situations.