



SUPERIOR ENERGY SERVICES, LLC.



INDIVIDUAL BUSINESS UNIT PRACTICES SUMMER 2007

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The Employee Handbook is a detailed description of the minimum standards by which all Superior Energy Services, Inc. and its subsidiaries should administer company policies. In addition to the policies found within the Handbook, Production Management Industries, L.L.C. has other unique benefits and employment practices for its employees.

701 Vacation Leave

Active regular full-time employees are awarded vacation on a calendar-year basis. Vacation hours are earned based on length of active employment and are posted on January 1 each year. The amount of vacation leave earned is set forth in the schedule published in the orientation packet for each division. Vacation leave must be taken in the calendar year it is awarded. Any vacation leave not taken in the year awarded will be forfeited.

Years of Service	Amount of Vacation
1-4 years	10 days=80 hours
5 years and above	15 days=120 hours

The first day of the calendar year following your date of hire you will be awarded vacation hours on a pro-rated basis based not to exceed forty hours.

If you were hired before July 1 of any year, you will earn eighty (80) vacation hours in the second through fourth calendar years following your date of hire. You will earn one hundred twenty (120) hours the fifth and subsequent calendar years.

If you were hired on or after July 1 of any year, you will earn forty (40) vacation hours the second calendar year following your date of hire and eighty (80) vacation hours the third through fifth calendar years. You will earn one hundred twenty (120) hours the sixth and subsequent calendar years.

Minimum Increments

Vacation can be taken in minimum increments of four (4) hours for regular full time employees. Field employees are requested to take vacation in eight (8) hour increments. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, meal allowance, or shift differentials. The vacation policy for some business divisions may vary due to employees' work schedules.



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Scheduling Vacation

A vacation-request form is to be filled out, signed by management, and returned to the appropriate business unit Payroll Department. PMI will attempt to accommodate each employee's vacation request. Employees must request supervisor approval for scheduling vacation time. Vacations will be scheduled and approved according to business needs and requirements. Furthermore, individual business units may have varying vacation requirements.

Upon Termination

If employment with PMI ceases for any reason, voluntary or involuntary, the employee will be paid for unused vacation time. The amount of vacation payable at the time of employment separation will be any unused vacation awarded at the beginning of the calendar year that is unused. All vacation is awarded on an annual (calendar year) basis, not on a monthly, or per pay period, basis.

702 Paid Holidays

Active regular full-time employees will be eligible for paid holidays. Holiday pay for active full-time employees is the employee's regular base hourly rate times eight (8) hours. You must be actively employed for 90 days before you are eligible for holiday benefits.

The schedule of paid holidays for an hourly rated employee is as follows:

New Years Day
Mardi Gras Day
Independence Day
Thanksgiving Day
Christmas Day

703 Hours of Work

Attendance and Punctuality

PMI expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on PMI. If an employee cannot avoid being late for work or is unable to work as scheduled, he/she should notify their supervisor as soon as possible. Failure to report to work for three consecutive days without



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contacting your supervisor (or without prior arrangement) will be considered a voluntary resignation.

Poor attendance and excessive tardiness are disruptive and may either lead to disciplinary action, up to and including termination of employment.

Overtime

Employees may be asked to work overtime assignments when operational needs require it. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on holidays, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Timekeeping



Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require PMI to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees must accurately record the hours worked each day. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

Nonexempt employees should not report to work earlier than 15 minutes before the scheduled starting time or stay later than 15 minutes after scheduled quitting time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign their own time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it

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for payroll processing. In addition, if corrections or modifications are made to the time record, the supervisor must verify the accuracy of the changes by initialing the time record.

Administrative Pay Corrections

PMI takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

Employees should promptly report any discrepancy to the attention of the Payroll Department. PMI will correct any shortage as quickly as possible.

Should an employee be overpaid, he/she is expected to report the overage immediately. While employees must give written authorization for any payroll deduction, including offset of overpayment of wages, he/she may be dismissed if they fail to report overpayment or authorize repayment.

Pay Deductions

Employees must give written authorization for any payroll deductions other than those required by law. State statutes vary as to what can be withheld from your paycheck.

If employees have questions concerning why deductions were made from their paycheck or how they were calculated, the employee's supervisor can assist in having any questions answered.