

To: Richard Kahn [REDACTED]
Cc: Lesley Groff [REDACTED]; Bella Klein [REDACTED]
From: Karyna Shuliak
Sent: Mon 10/16/2017 7:56:32 PM
Subject: Re: NES and days off

Hi Rich,
Karen and I thought, that maybe we could ask [REDACTED] to keep a a file with everyone's work and vacation schedule, so that she can have a history of it and also include it on the reminders that she always sends together with Jeffrey's schedule. What do you think? [REDACTED] would that be reasonable for you?

Thank you,

Karyna

On Oct 16, 2017, at 3:50 PM, Richard Kahn [REDACTED] wrote:

I spoke with Merwin and JoJo and told Merwin he must track everyone's days when they work weekends from when jee is in residence. JoJo told me he is not currently owed any days. I asked Merwin to send an excel schedule to all of us each week so we can monitor and communicate with jee If and when necessary. Let's see how this works and I am open to any suggestions. Thank you.

Richard Kahn
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