

To: Karyna Shuliak [REDACTED]
Cc: Rich Kahn [REDACTED] Bella Klein [REDACTED]
From: [REDACTED]
Sent: Mon 10/16/2017 8:50:16 PM
Subject: Re: NES and days off

Agree it is best for Merwin to keep track of when Merwin, Leo, [REDACTED], Sonam, Carluz, [REDACTED] and [REDACTED] work weekends.

It is best for the employees to clear a day off/days owed/vacation days from Merwin first ...once Merwin OK's the request (as I do not know exactly what is happening at the house on a daily basis when it comes to deep cleaning, maintenance, renovations, etc. i.e.: who is needed when/where) then Merwin can communicate the request

On Oct 16, 2017, at 4:28 PM, Karyna Shuliak <[REDACTED]> wrote:

Sorry, I meant our crew at 71st: Merwin, Leo, [REDACTED] Sonam, Carluz, [REDACTED]

On Oct 16, 2017, at 4:23 PM, Richard Kahn <[REDACTED]> wrote:

Ok. Shall I communicate this to Merwin. Regarding tracking of vacation are you thinking nes or all employees? Not sure if this is overkill for jee but I will discuss on his next visit. Thanks.

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor
New York, NY 10022
[REDACTED]

On Oct 16, 2017, at 3:56 PM, [REDACTED] > wrote:

Sounds good. I do know jeffrey requested merwin always be at the house when JE is in town also. So merwin will also be expected to work weekends some.

Sent from my iPhone

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

I spoke with Merwin and [REDACTED] and told

Merwin he must track everyone's days when they work weekends from when jee is in residence. [REDACTED] 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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