

To: Rich Kahn [REDACTED]
Cc: Karyna Shuliak [REDACTED]; Bella Klein [REDACTED]
From: [REDACTED]
Sent: Mon 10/16/2017 9:37:41 PM
Subject: Re: NES and days off

I don't know what he does when JE is not around...from time to time he might drive someone to the airport...but I have not coordinated a ride to the airport for him in a while...or he may run an errand when JE is away

On Oct 16, 2017, at 5:31 PM, Richard Kahn <[REDACTED]> wrote:

jojo just called me and said am i responsible for housekeeping or just driving and serving?
i said i do not know your day to day role however if no driving and jee not in residence
you help the team
i asked if he drove today and he said no and i asked if you worked by helping and he said
no - this is crazy!!

karyna are you aware of this?

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

On Oct 16, 2017, at 5:08 PM, [REDACTED]
wrote:

My Thoughts:

- Agree it is best for Merwin to keep track of when Merwin, Leo, Jojo, Sonam, Carluz, Arlene and Marilyn work weekends/schedules.
- Merwin should keep track of days owed and when they are taken.
- The employees should clear their request for 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 to me...I will

then ask Jeffrey for his approval of the vacation days. Once JE approves I will keep in his monthly itinerary. If Jeffrey wants to know when employees take their days owed I can keep this in his itinerary too. Merwin should keep track of the days owed and vacation days for each employee.

-(I will of course keep track as well on all so we have back up)

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

Sorry, I meant our crew at 71st: Merwin, Leo, Jojo, Sonam, Carluz, Arlene,
[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
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575 Lexington Avenue, 4th Floor
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[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


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.

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