

To: [REDACTED]
From: Sonam Dema
Sent: Thur 11/16/2017 5:35:29 PM
Subject: Re: New Protocol for Requesting Time off

Ok

Sent from my iPhone

> On Nov 16, 2017, at 10:01 AM, [REDACTED] wrote:
>
> Hello Merwin, Jojo, Sonam, Leo and Marilyn.
>
> Jeffrey would like you to please ask Karyna for time off for days owed. Once
she approves, she will tell you and me. I will then include in Jeffrey's
calendar. When it comes to extended vacation time requests, please clear with
Karyna first, but then the request will come to me so Jeffrey can approve the
final word.
>
> Thank you!
> [REDACTED]
>