

**To:** Merwin [REDACTED]; Jojo Fontanilla[REDACTED];  
Sonam [REDACTED]; Leo [REDACTED]  
**Cc:** Lesley Groff [REDACTED]  
**From:** Karyna Shuliak  
**Sent:** Wed 2/28/2018 3:36:49 AM  
**Subject:** Fwd: New Protocol for Requesting Time off

Hello Merwin, Jojo, Leo and Sonam,

I would like to remind you to please have your days off reviewed with me first. Please see below in case you missed the email from Lesley and confirm the receipt.

Thank you!

Karyna

Begin forwarded message:

**From:** Lesley Groff [REDACTED]  
**Subject: New Protocol for Requesting Time off**  
**Date:** November 16, 2017 at 10:01:53 AM EST  
**To:** merwin dela cruz [REDACTED], Jojo Fontanilla [REDACTED], Sonam Dema [REDACTED], Marilyn Flores [REDACTED], Leo [REDACTED]  
**Cc:** Karyna Shuliak [REDACTED], Rich Kahn [REDACTED], Bella Klein [REDACTED]

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!

Lesley