

**To:** [REDACTED]  
**From:** [REDACTED]  
**Sent:** Fri 2/15/2019 2:10:39 PM  
**Subject:** I will be out of the office Feb. 15-22, 2019 Re: Tentative schedule

*I will be out of the office February 15-22, 2019. In my absence please email Daphne at [REDACTED] You may also speak with Daphne at [REDACTED]. I return to the office on Monday Feb 25.*  
*Thank you,*  
[REDACTED]