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**From:** Karyna Shuliak <[REDACTED]>  
**Sent:** Thursday, November 16, 2017 3:34 PM  
**To:** [REDACTED]  
**Subject:** Re: New Protocol for 71st Employees for Days Off

Thank you [REDACTED]

On Nov 16, 2017, at 9:02 AM, [REDACTED] > wrote:

FYI! I will send an email out to All today re this!

=br>

Sent from my iPhone

Begin forwarded message:

From: "Jeffrey E." <jeevacation@gmail.com <mailto:jeevacation@gmail.com>>  
Date: November 16, 2017 at 7:04:49 AM EST  
To: [REDACTED] >>  
Subject: Re: New Protocol for 71st Employees for Days Off

yes

[REDACTED] &t; wrote:

OK for 71st employees to go to Karyna first to request days off, then once she determines it is OK, she will inform employee and me...then I will inform you and keep on your calendar. For any lengthy vacation request the employee will need to get final OK from you first.

OK to instill this new protocol?

please note

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