

---

**From:** Sonam Dema <[REDACTED]>  
**Sent:** Wednesday, February 28, 2018 2:13 PM  
**To:** Karyna Shuliak  
**Subject:** Re: New Protocol for Requesting Time off

Noted.

Thanks

Sent from my iPhone

On Feb 27, 2018, at 10:36 PM, Karyna Shuliak <[REDACTED]> wrote:

[REDACTED]

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 [REDACTED] and confirm the receipt.

Thank you!

Begin forwarded message:

From: [REDACTED] >

Subject: <=b>New Protocol for Requesting Time off

Date: November 16, 2017 at 10:01:53 AM EST

[REDACTED] >

Kahn <[REDACTED]>, Rich  
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!



=