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**From:** [REDACTED]  
**Sent:** Thursday, November 16, 2017 2:02 PM  
**To:** [REDACTED]  
**Subject:** Fwd: New Protocol for 71st Employees for Days Off

FYI! I will send an email out to All t=day re this!

Sent from my iPhone

Begin forwarded message:

From: "jeffrey E." <je=vacation@gmail.com <mailto:jeevacation@gmail.com> >  
Date: November 16, 2017 at 7:04:49 AM E=T  
To: [REDACTED]  
Subject: Re: New Protocol for 71st E=mployees for Days Off

[REDACTED] wrote:

OK for 7=st employees to go to Karyna first to request days off, then once she deter=ines it is OK, she will inform employee and me...then I will inform y=u and keep on your calendar. For any lengthy vacation request t=e employee will need to get final OK from you first.

OK to instill this new protocol?

please note

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