
From: [REDACTED]
Sent: Thursday, November 16, 2017 3:02 PM
To: merwin dela cruz; Jojo Fontanilla; Sonam Dema; Marilyn Flores; Leo
Cc: [REDACTED]; Rich Kahn; Bella Klein
Subject: New Protocol for Requesting Time off

Hello Merwin, Jojo, Sonam, Leo and Marilyn.

Jeffrey would like you to please ask [REDACTED] 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 [REDACTED] first, but then the request will come to me so Jeffrey can approve the final word.

Thank you!

[REDACTED]

```
<?xml version="0" encoding="TF-8"?>
<!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN" "http://www.apple.com/DTDs/PropertyList-1.0.dtd">
<plist version="0">
<dict>
  <key>conversation-id</key>
  <integer>6104</integer>
  <key>date-last-viewed</key>
  <integer>0</integer>
  <key>date-received</key>
  <integer>1510844518</integer>
  <key>flags</key>
  <integer>8590195969</integer>
  <key>remote-id</key>
  <string>64647</string>
</dict>
</plist>
```