

**NR\_key\_name:** 9B26B2E38FF2DBCA852562BB0059A470  
**SendTo:** CN=Valerie Trzaska-Sails/O=ARRB @ ARRB;CN=David Marwell/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 01/24/1996  
**DisplayDate\_Time:** 11:19:36 AM  
**ComposedDate:** 01/24/1996  
**ComposedDate\_Time:** 11:19:08 AM  
**Subject:** Procedures

**Body:** before I send this to the staff I wanted your input. Thanks.To: ALLcc: From: Tracy Shycoff/ARRBDate: 01/24/96 11:09:01 AMSubject: ProceduresPlease make note of the appropriate procedure for calling in on unscheduled leave (sick or other) and leaving the office early on leave:1. You must get supervisor approval prior to leaving the office early for the day. If your immediate supervisor is not in, you should seek approval from your next-line supervisor. If he/she is not in, you should seek approval from either David Marwell or me. You must fill out a leave slip prior to leaving for the day.2. When you call in on unscheduled leave you must speak with your one of your supervisors. If your declared hours require you to arrive for duty prior to your supervisor, you must speak personally (as opposed to voice mail) to a member of the admin staff or the senior staff and they will put the information on where in the world. You should also call back when your supervisor is in the office and speak directly to them. You must complete a leave slip immediately upon returning to the office.If you have any questions or concerns with these procedures, please feel free to see me. Thanks.

**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**