

NR_key_name: AF7BEE5111EF576585256625004338D4
SendTo: CN=Jerrie Olson/O=ARRB @ ARRB;CN=Cathy Rodriguez/O=ARRB @ ARRB
CopyTo: CN=Jeremy Gunn/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 06/16/1998
DisplayDate_Time: 8:20:59 AM
ComposedDate: 06/16/1998
ComposedDate_Time: 8:14:15 AM
Subject: phone coverage
Janice will be out of the office quite a bit (depending on how her husband's surgery goes) over the next few weeks. As of today I know of the following dates:today she hopes to be in by 10:30 or so. I will cover the phones beginning at 8:30, could one of you please relieve me after you get settled (maybe by 9:30)Wednesday out all day. I know the Board will be here but they are having only a very short closed meeting and therefore won't require Jerrie to be in the meeting for most of the day. Therefore, Cathy please cover the phones first thing in the morning while Jerrie sets up for the Board and then the two of you can work out an equitable schedule for the rest of the day.Friday I think Janice may be out all day again for the second part of the surgery but I'll have to confirm it. In any case, she'll be out for at least part of the day. We'll work out a schedule when we know her plans.Her husband will remain in the hospital for at least 5 days after the surgeries. When he is released to go home, Janice will need to take a few days off.I thank you both in advance for your cooperation. Please let me know if you have scheduling conflicts as they arise and we'll work around them.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: