

**NR\_key\_name:** 657D45F19F71D8BE8525628F004FE8CF

**SendTo:** CN=Dave Montague/O=ARRB @ ARRB

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Tracy Shycoff/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 12/11/1995

**DisplayDate\_Time:** 9:34:43 AM

**ComposedDate:** 12/11/1995

**ComposedDate\_Time:** 9:32:49 AM

**Subject:** Re: leave slips

I will tear up the annual leave slip, but I do need your sick leave slips for the record. Thanks. To: Tracy Shycoff/ARRBcc: From: Dave Montague/ARRBDate: 12/11/95 09:18:56 AMSubject: Re: leave slips Tracy...I apologize for forgetting to turn in my leave slip in a timely fashion...You are correct, I originally planned to be off for a half day on 11/30/95 but since I wasn't feeling well I just called in sick on 11/30/95 and 12/01/95...If there is anything that I need to do regarding the half day of annual leave that I couldn't use on the 30th, please let me knowIn the future I will be sure to turn in sick leave slips in a timely manner. Thanks!!!...DaveTo: Dave Montague/ARRBcc: From: Tracy Shycoff/ARRB Date: 12/08/95 03:25:37 PMSubject: Leave slips Dave-- As I've mentioned to you previously, I need a leave slip whenever you are not in the office (or out on official business). I believe you were out on sick leave two days last week, but I have an annual leave slip for some of that same time. I wasn't sure what to do with it, but at this point I charged you sick leave for 2 complete days.As a reminder, here is the policy regarding leave--If you know you are going to be out, do a leave slip in advance. If you are out unexpectedly, you must do a leave slip the day you get back into the office.I'm sure you just forgot, but in the future it would be appreciated if you could turn leave slips in whenever appropriate. Thanks.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**