

**NR\_key\_name:** E353CD32D6395606852562BB0060FD84

**SendTo:** ALL

**CopyTo:**

**DisplayBlindCopyTo:**

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

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

**DisplayFromDomain:**

**DisplayDate:** 01/24/1996

**DisplayDate\_Time:** 12:41:03 PM

**ComposedDate:** 01/24/1996

**ComposedDate\_Time:** 12:39:24 PM

**Subject:** Procedures

Please make note of the appropriate procedure for calling in on unscheduled leave (sick or annual) 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 speak to your next-line supervisor. If he/she is not in, you should speak to either David Marwell or me. Please fill out a leave slip, have it signed and given to me before leaving for the day.2. When you call in on unscheduled leave, make sure you speak with your supervisor. If your supervisor is not available, please 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. Please submit 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.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**