

**NR\_key\_name:** 198D841DCC22FADD8525628C006FE354

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

**CopyTo:**

**DisplayBlindCopyTo:**

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

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

**DisplayFromDomain:**

**DisplayDate:** 12/08/1995

**DisplayDate\_Time:** 3:25:37 PM

**ComposedDate:** 12/08/1995

**ComposedDate\_Time:** 3:22:07 PM

**Subject:** 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:**