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CN=Irene Marr/O=ARRB @ ARRB;CN=Michelle Combs/O=ARRB @ ARRB;CN=Joseph Masih/O=ARRB @ ARRB;CN=Ron Haron/O=ARRB @ ARRB;CN=Cathy Rodriguez/O=ARRB @ ARRB  
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**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/05/1996  
**DisplayDate\_Time:** 9:05:57 AM  
**ComposedDate:** 11/05/1996  
**ComposedDate\_Time:** 8:48:07 AM  
**Subject:** Work schedules  
I'm sure that some of you are aware of our "set flexible work schedules" in this office but I'll tell you again anyway!You are required to work an 8 1/2 hour day. This includes a 1 hour lunch break. Our core office hours are between 9:30 and 4:00. This means that everyone must arrive by 9:30 and noone leaves before 4:00 without being charged leave.Please discuss your choice for your work schedule with your supervisor and then e-mail it to me. Keep in mind that the front door is officially unlocked between 7:30 and 7:45 a.m. (although it is usually open before that, those are the first official arrival times of authorized employees). Therefore, you should not set your official schedule to start before 8:00 or you may end up sitting in the lobby waiting to be let in on occasion!If you are not here during your official set hours, you must do a leave slip and have your supervisor sign it and then give it to me. Obviously, there can be minor modifications to your hours on occasion, but these must be cleared through your supervisor and then let me know. If you have any questions, please come see me. Thanks.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**