NR_key_name:	B3583BF311E237AA8525648F004F8468
SendTo:	CN=Sydney Reddy/O=ARRB @ ARRB
CopyTo:	CN=Laura Denk/O=ARRB @ ARRB
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	05/06/1997
DisplayDate_Time:	10:43:45 AM
ComposedDate:	05/06/1997
ComposedDate_Time:	10:28:32 AM
Subject:	Work Schedule & Procedures
Body:	I need for you to officially declare your work schedule for my records. You need to work an 8 1/2 hour day arriving no later than 9:30 and no earlier than 8:00 (e.g., 8:00-4:30, 8:30-5:00, etc.). Please e-mail your response back to me and Laura. Laura, as your supervisor, will need to approve the hours that you select. Once these hours are declared by you and accepted by Laura they will be your official duty schedule. On occasion, with prior supervisor approval, they can be altered for the day.I also don't know if I ever told you about procedures for taking leave, so here it is. Annual leave should be approved in advance whenever possible. Sick leave for Drs. appts. should also be approved in advance. Whenever you take leave a leave slip must be submitted and signed by Laura immediately upon your return to the office (unless you have submitted it prior to taking the leave).On days when you call in not previously approved leave, you must speak to your supervisor (Laura) or me. This means that if you call in during office hours you should ask to speak to one of us. If you call in and leave a voice mail, you should leave two messages--one with me and one with Laura--this way if one of us is out for the day the other one will still get the message. If you know that either one of us are out that day, please leave the second message in the general delivery mailbox (ext. 0).If you need to leave the office to go to another agency or deliver a package, you must let your supervisor (Laura) know in advance. If Laura is not around, please let me or David know.I think this covers most everything. If you have questions, please see me. Thanks.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	