

**NR\_key\_name:** CB902353656071228525624400421225  
**SendTo:** CN=Douglas Horne/O=ARRB @ ARRB  
**CopyTo:** CN=Jeremy Gunn/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=Record/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 09/27/1995  
**DisplayDate\_Time:** 8:03:24 AM  
**ComposedDate:** 09/27/1995  
**ComposedDate\_Time:** 8:01:40 AM  
**Subject:** Re: Two Medical Appointments

whenever possible, leave slips are to be turned in prior to taking the leave. If you don't anticipate coming back to the office after your appts., I would like to get the slips in advance. If you think you will return but are not sure how long you'll be out, we can wait to fill in the number of hours you're taking, but you should complete and submit the rest of the leave slip. See me if you need help.

To: Jeremy Gunn/ARRBcc: Tracy Shycoff/ARRB  
From: Douglas Horne/ARRB Date: 09/26/95 06:10:01 PMSubject: Two Medical Appointments  
I have tentative plans (i.e., appointments are made already) for two doctor's appointments: Friday, September 29 (leave ARRB at 1:00 PM) Friday, October 6 (leave ARRB at 1:00 PM) If no one objects by C.O.B. Wednesday, September 27 I will meet these appointments, and submit the leave chits with sick leave annotated after the fact. (If I got incorrect advice on this sick leave procedure, let me know.) Thanks.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**