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**From:** LSJ GSJ <[REDACTED]>  
**Sent:** Friday, December 9, 2016 7:32 PM  
**To:** J Epstein; Richard Kahn  
**Subject:** LSJ\_GSJ\_COMP\_DAYS\_120916

Jeffrey

Attached an E Mail from Anna, reference =employees with "Comp Day"

We would like to propose the following:

Randy: =A0

12/10/16 - 12/22/16 - will be using 9 Comp Days - leaving 15 =omp Days He takes 5 more Comp Days Jan 2017 & Paid 10 Comp Days

Sheridan:

12/22/16 - 1=2/17 - will use 6 Vacation Days - leaving 1 Vacation Day & 20 Comp Day= He takes 1 Vacation Day & 10 Comp Days Jan/Feb 2017 &= Paid 10 Comp Days

Kamoy:

12=10/16 - 12/18/16 - will be using 5 Vacation Days - leaving 15 Comp Days He takes 5 Comp Days Jan 2017 & Paid 10 Comp Days <=iv>

Housekeeping, this is not s= easy, Anna has reflected that she has been paying back the "Comp Day=" but in doing so Elaina & Justina now owe LSJ/GSJ days, where Du=ce, as you requested has worked everyday that you are on site, working ext=nded periods of time, but only has 3 Comp Days. She does not understand ho= this happened. Anna did not explain how she was handling the Comp Days &a=p; clearly has not been updating her files in a timely manner Th=s is hard to explain & does not make sense, so we would like to propos= the following Elaina & Justina go to a 0 balance for 2017 &=mp; Dulce is given a further 5 days Vacation & either given a bonus or=paid out the 26 Comp Days. Moving forward we will manage t=is differently, but given that no one other than Anna has been tracking Co=p Days, we believe this is fair

Regards  
Brice & Karen

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