

**From:** Bella Klein <[REDACTED]>  
**To:** Lesley Groff <[REDACTED]>  
**Cc:** Karyna Shuliak <[REDACTED]>, Rich Kahn <[REDACTED]>  
**Subject:** Re: NES and days off  
**Date:** Mon, 16 Oct 2017 21:49:08 +0000

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The easiest way for Merwin to keep records for Saturday and Sunday is to have a an old fashion time sheet notebook. It should be required to sign in and sign out. I would go further with the notebook for every day: sign in and note work done when sign out.

Thank you,

Bella

On Oct 16, 2017, at 5:08 PM, Lesley Groff <[REDACTED]> wrote:

My Thoughts:

- Agree it is best for Merwin to keep track of when Merwin, Leo, Jojo, Sonam, Carluz, Arlene and Marilyn work weekends/schedules.
- Merwin should keep track of days owed and when they are taken.
- The employees should clear their request for vacation days from Merwin first ...once Merwin OK's the request (as I do not know exactly what is happening at the house on a daily basis when it comes to deep cleaning, maintenance, renovations, etc. i.e.: who is needed when/where) then Merwin can communicate the request to me...I will then ask Jeffrey for his approval of the vacation days. Once JE approves I will keep in his monthly itinerary. If Jeffrey wants to know when employees take their days owed I can keep this in his itinerary too. Merwin should keep track of the days owed and vacation days for each employee.
- (I will of course keep track as well on all so we have back up)

On Oct 16, 2017, at 4:28 PM, Karyna Shuliak <[REDACTED]> wrote:

Sorry, I meant our crew at 71st: Merwin, Leo, Jojo, Sonam, Carluz, Arlene, Marilyn

On Oct 16, 2017, at 4:23 PM, Richard Kahn <[REDACTED]> wrote:

Ok. Shall I communicate this to Merwin. Regarding tracking of vacation are you thinking nes or all employees? Not sure if this is overkill for jee but I will discuss on his next visit. Thanks.

Richard Kahn  
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On Oct 16, 2017, at 3:56 PM, Lesley Groff <[REDACTED]> wrote:

Sounds good. I do know jeffrey requested merwin always be at the house when JE is in town also. So merwin will also be expected to work weekends some.

Sent from my iPhone

On Oct 16, 2017, at 3:50 PM, Richard Kahn <[REDACTED]> wrote:

I spoke with Merwin and JoJo and told Merwin he must track everyone's days when they work weekends from when jee is in residence. JoJo told me he is not currently owed any days. I asked Merwin to send an excel schedule to all of us each week so we can monitor and communicate with jee If and when necessary. Let's see how this works and I am open to any suggestions. Thank you.

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