

From: Karyna Shuliak <[REDACTED]>
To: Richard Kahn <[REDACTED]>
Cc: Lesley Groff <[REDACTED]>, Bella Klein <[REDACTED]>
Subject: Re: NES and days off
Date: Mon, 16 Oct 2017 22:02:33 +0000

Rich, as I mentioned to you last week on the phone, Jojo is not working when Jeffrey is away, unless instructed to drive someone or to run an errand. I told Jeffrey as well.
So at the moment Jojo's responsibilities are: driving, helping to serve food, running occasional errands when needed.

On Oct 16, 2017, at 5:31 PM, Richard Kahn <[REDACTED]> wrote:

jojo just called me and said am i responsible for housekeeping or just driving and serving?
i said i do not know your day to day role however if no driving and jee not in residence you help the team
i asked if he drove today and he said no and i asked if you worked by helping and he said no - this is crazy!!

karyna are you aware of this?

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue 4th Floor
New York, NY 10022
tel [REDACTED]
fax [REDACTED]
cell [REDACTED]

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
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor
New York, NY 10022
Phone [REDACTED]
Fax [REDACTED]
Cell [REDACTED]

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.

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor
New York, NY 10022
Phone [REDACTED]
Fax [REDACTED]
Cell [REDACTED]