

## Matthew McFetridge Cancellation 11/16

Ariel <ariel@acrobotoutsourcing.com>

Fri, Nov 16, 2018 at 8:23 AM

To: jessica.echols@cafebonappetit.com, "Romero, Christian" <christian.romero@cafebonappetit.com>

Cc: SF Ops Team Acrobat <sfops@acrobotoutsourcing.com>

Hello Jessica,

As discussed, we have canceled Matt for his scheduled shift for today. Since we do not have other work to offer Matt to replace his shift we will be charging and paying for 2 hours of his time today.

Also, Matt mentioned a timecard wasn't available for him to sign on the 14th. He provided his hours below. Please find them below.

230pm-930pm  
No breaks

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Best,  
Ariel Hasbun  
Operations Manager: San Francisco

**\*\*Due to the Holiday, time sheets for this week (11/12-11/18) will be due on Friday evening for Mon-Fri orders and no later than 10 am Monday, Nov 19th for weekend staff. This is to ensure our payroll is processed prior to the holiday closure. Our offices will be closed on Nov 22nd and 23rd. If you have an emergency please call our emergency line: (415) 431-8826 ext. 2207 \*\***



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