

Re:

Jaime Barnhart

Thu 11/21/2019 2:55 PM

To: Mizuho <mipota3@gmail.com>

Cc: HS San Francisco <hssf@theservicecompanies.com>

3 attachments (1 MB)

IVR Phone Access.pdf; SunLife - Online Reporting Leave (Eng).pdf; SunLife - Reporting (Eng) (1).pdf;

Hello Mizuho,

Thank you for providing this documentation, I see in the note it states you are placed off of work from today until 11/28/2019. I will let Chef Laurie know that you will be out, please make sure to follow up if you end up being given any further doctors notes.

In addition to letting us know, You will also be required to reach out Sunlife. Sunlife is our leave of absence reporting system. I will provide the information below and attach the PDF documents that explain exactly what you need to do.

The first attachment is the number you(the employee) will need to call to report your leave. The second attachment explains how to report your leave online. The third attachment is the interactive voice response guide for when you call in. When you call SunLife, you are going to need to provide them with your Employee ID - **51069**.

SunLife Reporting

SunLife Online Reporting Leave

IVR Phone Access

Please let us know once you have called them so we can keep an eye out for your confirmation.

Thank you,

Jaime Barnhart

Onsite Supervisor at Dropbox

The Service Companies

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THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

From: Mizuho <mipota3@gmail.com>

Sent: Thursday, November 21, 2019 2:21 PM

To: Jaime Barnhart <jaime@acrobatoutsourcing.com>

Subject:

Hi Jaime,

I went to see a doctor at Urgent Care. I have to go see an orthopedic specialist. Here is the letter she wrote for me. I definitely won't be in tomorrow, and possibly next week too.

Thanks

Mizuho