

Melanie Allen
(510) 326-6552



etiquette.

Mar 9, 10:09 AM

Hello Mama Mel,

Please check your emails regarding a questionnaire for the staff party, we are requiring a response by no later than Friday 3/17.

If you have questions please let me know.

Best,
Jaime

Mar 10, 2:35 PM

Hi Mama Mel,

I wanted to check in, I know you spoke with Carl yesterday but I wanted to speak with you just to make sure I get the correct information, you are sick and have the flu? Sorry to hear you're not feeling well, if you are out for more than 3 days consecutively there is a policy in which you will have to call our 3rd party leave administrator and get the sick leave approved, so I just wanted to pass that information to you

Tue 8:16 AM

M Good morning jaime I understand. I have the flu. I am feeling better this morning, If I start going down hill again I will go to Kaiser. My body is very

sore. It was terrible. Hopefully I will be in tomorrow morning.



M Melanie Allen • Tue 8:38 AM

Thank you, I hope you feel better! Get some rest and stay warm inside, the weather is horrible today

Tue 9:17 AM

M Ok thanks 😊

M Melanie Allen • Tue 9:33 AM



Type a message

