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Matthew Celis &gt;

Today 2:05 PM

Hey Matthew, thanks for taking my call and understanding that you are not to arrive to Huntington Hospital. I am just following up via this text that as of today Huntington Hospital has canceled your schedule and I am reaching out to them now to find out more information on their reason why and I'll circle back as soon as I have that information for you.

Thank you for taking my call, as we discussed, the Hospital reached out regarding your time clock management. You let me know that you recently had a schedule change, but be sure you're checking the schedule on the wall and/or sent by TSC.

Please avoid clocking in or out outside the times scheduled without express permission from your manager. Since they are bringing this issue to our attention, you may want to get written permission to avoid any miscommunications between the shift manager and scheduling managers. I appreciate your understanding and hope we can work together to avoid this moving forward.



I spoke with Samuel on Sunday, regarding the issue.

Basically, there was a change in scheduling so I was getting the times mixed up. So I would come in earlier than my original start time.



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Furthermore, I would sign out ahead of time, it would not be often, once in a very little while. At times I would forgot to go back and correct time times if I left early.

On top of that usually we would have to leave early because we would finish cleaning faster than expected, and that alone is already cutting back hours on my end. So I would not leave early, there would be nothing else to do, so all the other team members would leave and I would follow after.

I have been extremely transparent with Dennis and the rest of the management when there is an issue.

Thank you for this information. I'll be sure to bring it up and connect with you when I know more about the situation and final outcome.

Read 2:32 PM



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