

From: McDowell, Tina
Sent: Friday, June 19, 2015 1:39 PM
To: Anderson, Wendy; Collins, John; De Clercq, Cindy; Hogarth, Tracy; Lehew, Eric; McDowell, Tina; Newman, Richard; Purvis, Tim; Rens, Kimberlie; Robertson, Mel; Tarantino, Mike; Tholandi, Malliga; Wakefield, Jessica; Walton, Noreen; Cordeau, Monique
Subject: Vacation Schedule 2015.docx
Attachments: Vacation Schedule 2015.docx

Please take a moment to review the attached vacation schedule and let me know if I have your vacation dates listed incorrectly. These are the dates that will be listed in John's calendar.

Thank you!

Tina

Vacation Schedule - Summer 2015

	JUNE	JULY																								AUGUST
NAME		W 1	Th 2	F 3	M 6	Tu 7	W 8	Th 9	F 10	M 13	Tu 14	W 15	Th 16	F 17	M 20	Tu 21	W 22	Th 23	F 24	M 27	Tu 28	W 29	Th 30	F 31		
Wendy Anderson Cell: █	V 6/29-6/30	V	V	H	V	V	V	V	V																	
John Collins Cell: █		V	V	H	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
Cindy De Clercq Cell: █	V 6/22-6/30	V	V	H																						
Bob Gravina Cell: █	C 6/29-6/30 V 6/22-6/26	C	C	H	V	V																				
Tracy Hogarth Cell: █				H							V	V	V	V	V	V	V	V	V	V						
Eric Lehew Cell: █	V 6/16-6/30	V	V	H	V	V	V	V	V	V	V	V	V	V	V											
Tina McDowell Cell: █		V	V	H	V	V	V	V																		
Rich Newman Cell: █	C 6/15-6/19 C 6/26-7/3	C	C	H	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
Tim Purvis Cell: █	V 6/27-6/30	V	V	H	V	V	V	V	V																	
Kimberlie Rens Cell: █		V	H							V	V	V	V	V												
Mel Robertson Cell: █		V	V	H	V	V	V	V	V																	

NAME	June	W 1	Th 2	F 3	M 6	Tu 7	W 8	Th 9	F 10	M 13	Tu 14	W 15	Th 16	F 17	M 20	Tu 21	W 22	Th 23	F 24	M 27	Tu 28	W 29	Th 30	F 31	August
Mike Tarantino Cell: :				H																					
Malliga Tholandi Cell: :				H											V	V				V	V	V	V	V	
Noreen Walton Cell: :				H	V	V	V	V	V											V	V	V	V	V	
Jessica Wakefield Cell: :	V 6/25-6/30			H											V	V	V	V	V	V					
Monique Cordeau			H	H	H								V												

C = conference/work-related out-of-office
 H = holiday – office closed
 PN = personal necessity
 V = vacation
 CP = comp