



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Mail Operation Employees AT: Mail Operations

DATE 07-22-75

FROM: Frazier Sinclair AT: "

SUBJECT: Time Off

It is requested that you give your Supervisor at least three (3) days notice when requesting vacation.

Vacation days will not be granted on a "Call-In" basis. If you are ill please request sick leave. Otherwise, emergency time off will be granted as Personal Business.

This arrangement will allow your Supervisor to arrange vacations to coincide with the work schedule; therefore alleviating heavy work loads on employees that are present.

Sincerely,

Frazier

JFS/pl

Solomon A. Harni Jr. *Mr. Harni*
 Dale R. Culberson
Conan - *Buddy E. Lyzack*
 Dennis Sutton
 David Martin
 Jay Sutton
 Pat Rock
 Terry Daniels
 Larry Lee
Ed Johnson