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7-10-1985

## Memorandum, Dusty Dunstan to Sanctuary Staff, Attendance Records, July 10, 1985

Frank M. Dunstan

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M E M O

To Sanctuary Staff 7/10/85 19

From Dusty Dunstan Re: Attendance Records

We are still having some difficulty and confusion over attendance records. Each month on your activity reports under "Administration/Personnel", state the exact dates that any vacation/sick/personal days were taken. If no days were taken, state "none". This way we will know there has not been an oversight. Omit regular days off and comp time. No half-days may be taken.

If these simple procedures are followed consistently, there will be no need to fill out monthly attendance sheets (unless for your own use), or to submit your attendance records directly to the Personnel Department. All records will be forwarded to New York by the Sanctuary Department on a monthly basis.

We very much appreciate your cooperation in this matter.

Example:

"Administration/Personnel: I took vacation July 15, 16, 17, 18 & 19, and a personal day on July 31. No sick days were taken this month."

FMD:aeo

cc: Alice Boyle