

Kim Bandorf

From: Kim Bandorf
Sent: Monday, January 4, 2021 11:36 AM
To: Tony Deobil
Subject: PTO

Tony,

Per your invitation at the staff meeting this morning, I am requesting to carry over 1 week of PTO from 2020 to 2021. Since my cruise for Christmas was cancelled for 2020 due to covid, my husband and I are trying to plan a vacation out of the country in late summer/ early fall of 2021, that is if Covid will allow. I will be needing at least 2 ½- 3 weeks off at that time. I am requesting the additional time to cover part of that time off.

Please let me know so I will know how to proceed with my vacation plans.

Thank you,

Kim

Sent from [Mail](#) for Windows 10

Kim Bandorf

From: Kim Bandorf
Sent: Wednesday, March 17, 2021 10:35 AM
To: Tony Deobil
Subject: last year's PTO

Tony,

Can you please let me know if I am going to be able to transfer 40 hours of 2020 PTO time to use this year? I know you stated you wanted to wait and get some info from Carly first, but then I never heard anything else about it. I am only asking so I know how much time I have when I go make vacation travel arrangements for this year. As I stated earlier, I will be going out of the country, so I will need more than just a week or two off. Before I book my travel, I would like to know if I have enough time .

Please advise...

Thanks,

Kim

Kim Bandorf

From: Tony Deobil
Sent: Wednesday, March 17, 2021 11:30 AM
To: Kim Bandorf; Carly Ghigliotty; Jacob Cameron
Subject: Re: last year's PTO

Hi Kim, you need to check your pay stub. The 40 hours were transferred a while ago. If you are still not sure how much PTO you are entitled to go back to the revised policy.

Tony

Sent from my T-Mobile 4G LTE Device
Get [Outlook for Android](#)

From: Kim Bandorf <kim@familyrenew.org>
Sent: Wednesday, March 17, 2021 10:34:41 AM
To: Tony Deobil <tony@familyrenew.org>
Subject: last year's PTO

Tony,

Can you please let me know if I am going to be able to transfer 40 hours of 2020 PTO time to use this year? I know you stated you wanted to wait and get some info from Carly first, but then I never heard anything else about it. I am only asking so I know how much time I have when I go make vacation travel arrangements for this year. As I stated earlier, I will be going out of the country, so I will need more than just a week or two off. Before I book my travel, I would like to know if I have enough time .

Please advise...

Thanks,

Kim

Kim Bandorf

From: Kim Bandorf
Sent: Monday, June 7, 2021 4:38 PM
To: Tony Deobil
Cc: Laurie Archer Dugo; Anita Dudley
Subject: PTO

Tony,

Just wanted to let you know that I will be taking PTO from June 16th, 2021 until July 5th, 2021(13 days) for travel out of the country that we discussed earlier this year. I was planning on going later in the summer, but was advised by my travel agent that fares are about to triple in price, so I booked the trip earlier. I will reach out to Laurie and Anita this week to check on my clients while I am away. I have CC'd both of them in this email. Ms. Dorothy did a fine job while I was away last week so I do not anticipate any issues going forward. She has both Laurie's and Anita's phone numbers should she need anything.

While I will be out of the country, I will be available for text messages from Ms. Dorothy, should the need arise. You should be happy that I am taking your advice and practicing some self-care.

Thank you,

Kim