

## MEMORANDUM

To: Phone relief staff

From: Ashley Turnipseed

Date: January 3, 2001

Attached is a copy of the revised schedule for January. Please note the changes are effective 1/4/01 and the previous calendar for January is to be disregarded.

Hopefully, this schedule will change again. I have been notified that we will have interns starting on the 15<sup>th</sup> of January and I will utilize everyone that I can. I will let you know of any upcoming changes.

I really appreciate each of you and your efforts in helping to accommodate the switchboard relief duties. Keep up the good work!. Remember if you know in advance of any time you are to be off work let me know.

Thank you.