

Subject: Fwd: Sabina Burton

From: Timothy Hawks <thawks@hq-law.com>

Date: 6/27/2015 10:06 PM

To: Sabina Burton <binaburton@gmail.com>, Roger Burton <rogerburton@plattevillerealestate.net>, Michele Sumara <msumara@hq-law.com>

Let's discuss this tomorrow afternoon.

Sent from my iPhone

Begin forwarded message:

From: Jennifer Lattis <jlattis@uwsa.edu>

Date: June 27, 2015 at 7:19:19 PM CDT

To: Timothy Hawks <thawks@hq-law.com>

Cc: Elizabeth A Throop <throope@uwplatt.edu>, John Lohmann <lohmannj@uwplatt.edu>

Subject: Sabina Burton

We recently learned that Dr. Burton submitted time slips for April in which she claimed no leave taken. However, she was not cleared to return to work until April 17. She must resubmit time sheets as soon as possible showing sick leave for the first half of April. We have some strong guidance from the Board of Regents that we must ensure faculty members are claiming leave time when they are not working during a semester.

Please have Dr. Burton contact John Lohman in Human Resources as soon as possible to make arrangements for correcting this error.

Thank you.