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FW: Emailing: IMG_1670 (2).jpg

From: **Timothy Hawks** (thawks@hq-law.com)
Sent: Mon 6/29/15 11:29 AM
To: "sabinaburton " (sabinaburton@live.com)

See, Jennifer's responses below. She writes that you need to resubmit the leave requests tomorrow. Counter-intuitive does not adequately describe the system in place.

Timothy E. Hawks
Shareholder

222 E. Erie Street . Suite 210 . P.O. Box 442 . Milwaukee, WI 53201
Phone: (414) 271-8650 . Fax: (414) 271-8442 . www.hq-law.com

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-----Original Message-----

From: Jennifer Lattis [mailto:jlattis@uwsa.edu]
Sent: Monday, June 29, 2015 1:27 PM
To: Timothy Hawks
Subject: RE: Emailing: IMG_1670 (2).jpg

I think she claimed no sick leave on April 1st and that somehow translated to the entire month. She needs to claim sick leave for April 1 through April 16 (weekends excluded); probably one day at a time since it is difficult to figure out the multi day process and exclude weekends. They will, tomorrow, push back her April leave report and she needs to start over.

Our leave reporting system is counter-intuitive. I have, sadly on more than one occasion, done something wrong and had mine pushed back to and I am supposed to be well-educated in this area.

Jennifer Sloan Lattis
Deputy General Counsel
University of Wisconsin System Administration Office of General Counsel
1802 Van Hise Hall
1220 Linden Dr.
Madison, WI 53706
(608) 262-0747 phone

(608) 263-3487 fax

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-----Original Message-----

From: Timothy Hawks [mailto:thawks@hq-law.com]
Sent: Monday, June 29, 2015 1:24 PM
To: Jennifer Lattis
Subject: RE: Emailing: IMG_1670 (2).jpg

Thanks. What does Sabina need to do? And, what was the mistake in how the hours were claimed, so that she doesn't repeat it?

Timothy E. Hawks
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From: Jennifer Lattis [mailto:jlattis@uwsa.edu]
Sent: Monday, June 29, 2015 1:19 PM
To: Timothy Hawks
Subject: RE: Emailing: IMG_1670 (2).jpg

OK. It appears there was a mistake in how the hours were claimed and how they were approved. I have asked for the April report to be "pushed back" so that Sabina can claim the proper sick leave for that month, which should be through April 17 which, our records show, was the date she was released to return to work.

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University of Wisconsin System Administration Office of General Counsel
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-----Original Message-----

From: Timothy Hawks [mailto:thawks@hq-law.com]
Sent: Monday, June 29, 2015 12:36 PM
To: Jennifer Lattis
Subject: Emailing: IMG_1670 (2).jpg

Jennifer:

Attached you will find a picture taken during the last couple of days by Sabina of her absence request history. It appears to be complete and reflects that leave was requested and approved for all applicable work weeks. There is a peculiar contradiction, however. The report reflects on one line that leave was requested and approved for the work week commencing on March 30 and ending on April 3. Yet on the line above it there is an entry for only one day -- April 1 as to which the report reflects only that a request for leave was "submitted." Presumably that implies that the submitted request for that day was not approved. Can you confirm that there is no reason to be concerned and explain the seeming contradiction?

Thank you for bringing this to my attention. In the private practice long hours at odd times are expected, but the fact that you were working at 7:30 on Saturday night is most impressive.

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