

FAX

Date 2/19/98

2

Number of pages including cover sheet

TO: *KAY DE GEEST*
S.J.P.E.A.

FROM: *DUANE BRIDGEWATER*

SAN JOAQUIN COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT

7759 S. Airport Way

Stockton, Calif. 95206

Phone *466-0985*

Fax Phone *466-6249*

Phone 209-982-4675

Fax Phone 209-982-0120

CC:

REMARKS: Urgent For your review Reply ASAP Please Comment



Phone: 209-982-4337
FAX: 209-982-4115

13771 S. Prescott Road
Manteca, CA 95336

TO E.L. Asst Mgr.
FROM D.B. STKN. Region Tech III
RE Discussion Time off Procedure DATE 2 / 19 / 98

I AM writing this memo to make sure
if I am understanding clearly our discussion
on 2/18/98 in your office

In your absence I am to place a
request for time off sick-vacation-etc,
on your computer screen along with
my weekly work schedual or would placing
weekly schedual on you desk surface as
is the practice now?

In our discussion you did not clarify
if this would be the procedure for all
supervisor's or do I assume this is for
me only.

I am looking forward to your written
response.

cc: Kay DeGroot
SSCEN OFFICE

Thank you
Diane Brudgman

SAN JOAQUIN COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

TIME OFF RECORD SHEET

Date 2-18-98 Name D. Bridgewater

It is requested that time off on 2/18 & 2-19 consisting of 2 day(s) 6.5 hour(s) working time, be approved.

This time off will be charged to:

- Vacation _____
- Sick Leave (2) On Report X
- Sick leave due to family illness _____
- Compensation for overtime _____
- Time off without pay _____
- Workers' comp. time off _____
- Jury Duty _____
- Bereavement Leave 1 _____

Bereavement Leave 2 (Emp's aunt, uncle, niece, nephew, charged to sick leave) _____

For office only

_____	Vac
_____	Sick
_____	FSick
_____	Comp.off
_____	W/C off

[Signature]
Employee's Signature

Date 2/18/98

[Signature]
IMMEDIATE SUPERVISOR'S SIGNATURE

DAILY SCHEDULE LOG

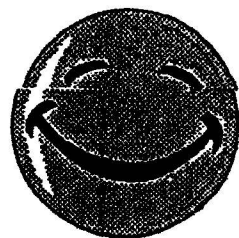
DATE: 9/17

ZONE	OPERATOR	GENERAL ACTIVITIES	MISCELLANEOUS
7	FM	FP & SP STAN	
8	RD	Pub Ed	
9	RD	FP & SP STAN 4+7.	
10	ZF	FP & SP STAN	
14	BH	FP & SP Zone 14	Office Auto Clean For Board Meeting
15	SK	FP & SP Tract	Office Auto Office Help SA

HAVE A NICE DAY !! ☺

DATA SA

Office of yard
clean House & Lab



WEEKLY WORK SCHEDULE

DATE: 2/13/98

TO: E.L. FROM: O.B.

FOR WEEK OF: 2/16/98

1. APPTS & VAC: O.B. TUES. AM OR. THURS. PM OR.
NO. School Presentation Weds & Th

2. _____

WORK WEEK: MON. closed Holiday
TUES. FP & SP
3. WEDS. LITE TRAINING/2000'S
THURS. FP & SP
FRI. FP & SP

4. _____

5. SPECIAL: OH close office based meeting Tues.
SA

6. _____