

Dec. 16, 2016

RECEIVED DEC 20 2016

Dear Mr. Geisige, Dr. Schmiesing,

I would like to ask for 2 deduct days on February 9 + 10.

We are planning a trip with my daughter + son-in-law's company.

I would use my 3 personal days on February 6, 7 + 8, so would need the 2 deduct days in order to go.

Please let me know if this would be possible.

Thank you,
Janet Adams