

# Memo

April 23, 2015

To: Mr. J. Damato  
Ms. Diane Cappiello

From: Gerry Benaquista  
Director of Human Resources

Re: May Agenda  
Esmael Nunes  
Long Term Substitute Security

Please add 5 sick days (one day per month since long term assignment effective 12/16/14) and 2 personal days (one day per every two months since 12/16/14) for Mr. Esmael Nunes.

Thank you,



Gerry Benaquista  
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