

From: jeffrey epstein <jeevacation@gmail.com>
To: Craig Martin <[REDACTED]>
Cc: Rich Kahn <[REDACTED]>
Subject: Re: Manual Vacation
Date: Wed, 02 May 2012 07:43:44 +0000

He has not taken vacation or sick until he was confronted with stealing . If his sister was. Concern this did not happen overnight , how many times did he take off before

Sent from my iPad

On May 1, 2012, at 9:55 PM, Craig Martin <[REDACTED]> wrote:

As his job is ending this week I would pay him his days from his vacation accraul. Try to keep it clean and easy.

Karen did authorize his time off.

Craig

From: Richard Kahn <[REDACTED]>
To: Jeffrey Epstein <jeevacation@gmail.com>
Cc: Craig Martin <[REDACTED]>; Darren Indyke <[REDACTED]>
Sent: Tuesday, May 1, 2012 5:20 PM
Subject: FW: Manual Vacation

Please advise

From: Jeanne Brennan <[REDACTED]>
Date: Tue, 1 May 2012 19:14:51 -0400
To: Darren Indyke <[REDACTED]>
Cc: Richard Kahn <[REDACTED]>
Subject: Manual Vacation

Darren,

I had Una check with Karen to make sure Manual did not have any time off this pay period that would affect his vacation hours due.

Apparently, Manual has in fact been out since Thursday the 26th , Friday 27th (holiday), 30th Monday and 1st Tuesday. He is in PR visiting his sister who has cancer and has gone blind as a result of the Chemo. She expects him back tomorrow afternoon but he is supposed to call.

Karen explained to Una that these days should not be taken from his vacation time as this is the same as Carlos or Casey taking a day off when their kids are sick.

However, this time off would fall under unscheduled personal time as Manuel is not sick. In accordance with Policy Karen may permit paid vacation days for a personal day therefore this time should be reduced from vacation hours due.

Jeanne

FYI Company Policy reads:

Unscheduled Personal Time Off – Staffing at the Island is scheduled so that each department operates efficiently. The unscheduled absence of even one employee in a department could interfere with the department's work schedule and should be avoided. The Company understands that unexpected personal issues, apart from illness, do occur, and will permit employees to take up to a maximum of 3 personal days off. **However, as you will not be working for the day that you take off as a personal day, it is the general policy of the Company that you will not be entitled to receive any compensation for any permitted personal days off. However, the Island's managers, in their discretion, may permit you to use a permitted paid vacation day for a personal**

Sick Time – Up to a maximum of 5 days per year that you do not work because of sickness will be paid. Any additional sick days taken will be taken without pay. **Sick days will not be carried over from year to year and no payment will be given in lieu of sick days.** If you are sick and unable to work on a given work day, you must notify the Island's managers by 7:00 a.m. of that work day. If you do not do so, you will not be paid for that sick day even if you have not used all of your allotted sick days for that year. If possible, please notify the Island's managers the evening before.