

**From:** Capers, LaChandra <lcapers@aging.sc.gov>  
**To:** Theriot, Susan <stheriot@aging.sc.gov>  
**CC:** Rivers, Denise <riversd@aging.sc.gov>  
Beard, Rene <rbeard@aging.sc.gov>  
Shealy, Boyd <bshealy@ohr.sc.gov>  
Kester, Tony <kester@aging.sc.gov>  
**Date:** 8/12/2014 2:28:33 PM  
**Subject:** RE: Annual leave request

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I have spoken with Denise and Rene, this is a summary of our meeting for August 13<sup>th</sup> : Crystal will be here to assist with SHIP calls, and they will be forwarded to regions as necessary.

Thanks,

LaChandra Capers  
Program Coordinator  
Lieutenant Governor's  
Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
(803)734-0561

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**From:** Theriot, Susan  
**Sent:** Tuesday, August 12, 2014 11:37 AM  
**To:** Capers, LaChandra  
**Cc:** Rivers, Denise; Beard, Rene; Shealy, Boyd; Kester, Tony  
**Subject:** RE: Annual leave request

Thank you .  
Sue

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**From:** Capers, LaChandra  
**Sent:** Tuesday, August 12, 2014 11:36 AM  
**To:** Theriot, Susan  
**Cc:** Rivers, Denise; Beard, Rene; Shealy, Boyd; Kester, Tony  
**Subject:** RE: Annual leave request

Good morning,

Thank you for taking the time to review the leave request I submitted last week.

I have only requested the one day, August 13<sup>th</sup>, which will in no way hinder the SHIP operation, because we will still have one SHIP member in office which the front desk will be aware and they will also know to send calls out as necessary into the field, as was done while I was off on July 31<sup>st</sup>, August 1<sup>st</sup>, and August 4<sup>th</sup>, as you have stated. The workload was managed well in my absence.

Per your request, I will meet with Denise Rivers and Rene Beard to discuss workload for August 13<sup>th</sup> and will email you a summary of those discussions.

Thanks,

LaChandra Capers  
Program Coordinator  
Lieutenant Governor's  
Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
(803)734-0561

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**From:** Theriot, Susan  
**Sent:** Tuesday, August 12, 2014 11:05 AM  
**To:** Capers, LaChandra  
**Cc:** Rivers, Denise; Beard, Rene; Shealy, Boyd; Kester, Tony  
**Subject:** Annual leave request

Hi LaChandra.

I went into the SCEIS system to approve leave this morning and see that you have requested an Annual Leave day for August 13th (7.5 hrs).

I have not been made aware of your intent to take Annual Leave prior to this review.

Another SHIP staff member requested to take leave Wednesday, Thursday and Friday this week (13th, 14th and 15th).

Considering you recently were on Annual Leave July 31<sup>st</sup>, August 1<sup>st</sup> and Sick Leave on August 4<sup>th</sup>, I am writing to encourage you to please work with Denise, Rene and your SHIP team members to determine how to best manage the SHIP office operation, as has been requested in Anne's absence.

I want to be fair and equitable to everyone and balance the workload for the SHIP program.

Please schedule a meeting with your immediate supervisors today by 2:30 p.m. and email me the summary of what is best determined for approval of your leave request.

Please also include what arrangements will be made with two SHIP team members out of the office, should they grant approval for your leave.

I appreciate your time.

Have a nice day.

Susan

Susan Theriot  
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