

From: Burton, Kenneth <krburton@aging.sc.gov>
To: Morris, Stevesmorris@aging.sc.gov
CC: Lovelace, Jessica@aging.sc.gov
Mark Plowden (markplowden@scstatehouse.gov)markplowden@scstatehouse.gov
Date: 1/17/2017 10:45:43 AM
Subject: Time Off

Mr. Morris,

I will not need January 26th off.

I will need to either leave early or day off:

February 9, 2017 at 12:30 PM - Dental

February 16th & 17th

March 24th to April 1st all day

October 6th -11th

I do appreciate your assistance.

Thanks

Ken Burton
Finance Manager
Lieutenant Governor's Office
1301 Gervais Street, Suite 350
Columbia, South Carolina 29201
Phone: 803-734-9917
Fax: 803-734-9887
krburton@aging.sc.gov