

**From:** Burton, Kenneth <[krburton@aging.sc.gov](mailto:krburton@aging.sc.gov)>  
**To:** Morris, Stevesmorris@aging.sc.gov  
Mark Plowden ([markplowden@scstatehouse.gov](mailto:markplowden@scstatehouse.gov))[markplowden@scstatehouse.gov](mailto:markplowden@scstatehouse.gov)  
**CC:** Lovelace, Jessica [jlovelace@aging.sc.gov](mailto:jlovelace@aging.sc.gov)  
**Date:** 1/10/2017 8:31:21 AM  
**Subject:** Leave for Ken

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Steve,

I need to request the following leave:

January 26<sup>th</sup> leave 2:30 PM – Dental Appointment  
February 9<sup>th</sup> leave at 2 PM – Dental Appointment  
February 16-17 – Annual Leave

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](mailto:krburton@aging.sc.gov)