

From: Campbell, Michael  
Sent: 3/26/2013 8:57:01 AM  
To: Dietz, Sidney (/O=PG&E/OU=Corporate/cn=Recipients/cn=SBD4)  
Cc:  
Bcc:  
Subject: Re: Out-of-Office Messaging Protocol

Good advice! You should forward to every list-serv you are on.

On Mar 26, 2013, at 8:47 AM, "Dietz, Sidney" <[SBD4@pge.com](mailto:SBD4@pge.com)> wrote:

fyi

**From:** Redacted  
**Sent:** Tuesday, March 26, 2013 8:11 AM  
**To:** Allen, Meredith; Redacted; Jacobson, Erik B (RegRel); Doll, Laura; Dietz, Sidney; Hughes, John (Reg Rel); Redacted  
Redacted

FYI

**From:** Bird, Katherine R  
**Sent:** Monday, March 25, 2013 1:05 PM  
**To:** Reg Affairs Assistants Team  
**Subject:** RE: Out-of-Office Messaging Protocol

Can you share with your leadership team as you think appropriate?

Tks!

K

**From:** [Redacted]  
**Sent:** Monday, March 25, 2013 1:02 PM  
**To:** Reg Affairs Assistants Team  
**Cc:** Bird, Katherine R  
**Subject:** Out-of-Office Messaging Protocol

I am sure we all would agree that when it comes to personal time or sick time needed away from the office, keeping our privacy secure is of the utmost importance.

I would like to propose that when you are made aware of a co-worker who will be out on a particular day for any reason that a simple message to the team be sent.

An example – “Sally will be out of the office today. Please reach out to Joan if you need assistance. Thank you.”

Please let me know if you have any questions.

Thank you.

[Redacted]

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