

From: Dietz, Sidney  
Sent: 3/26/2013 8:47:19 AM  
To: Campbell, Michael (Michael.Campbell@cpuc.ca.gov)  
Cc:  
Bcc:  
Subject: FW: Out-of-Office Messaging Protocol

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]  
**Subject:** Out-of-Office Messaging Protocol

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