MEMO

TO: All Staff

CC: Jessica Broussard, LCSW/COO; William Arledge, Administrator

FROM: Kali Babineaux, HR Coordinator

DATE: 5/29/2019

RE: Director of Nursing: ON VACATION

Connie will be **OUT OF THE OFFICE** and **UNAVAILABLE** by phone starting on **Wednesday, May 29th until Monday, June 4th.** Jessica will be on call and available during Connie's absence. Please direct any questions or concerns to Jessica.

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