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**Re: Roster for January**

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**From** David DELACRUZ <David.DelaCruz@swissotel.com>  
**Date** Wed 1/22/2025 11:40 AM  
**To** Shane EDWARDS <Shane.Edwards@swissotel.com>  
**Cc** Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>

Hi Shane,

Thank you for the help. That's right, I have the F&B revenue meeting tomorrow.  
So would it be possible to take the day off next Wednesday or Thursday?

I would prefer to work on Saturday because of the event to check everything runs smoothly and just in case there is something needed.

Best Regards,

デビッド・デ・ラ・クルス  
David De la Cruz

F&Bマーケティング  
F&B Marketing

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**From:** Shane EDWARDS <Shane.Edwards@swissotel.com>  
**Sent:** Tuesday, January 21, 2025 1:17 PM  
**To:** David DELACRUZ <David.DelaCruz@swissotel.com>  
**Cc:** Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>  
**Subject:** RE: Roster for January

Thanks David,

I would suggest you email with at least 24 hours, notice week days and weekends needs to be notified on a week day. In the event that you cannot email please send me a what's app message. I have noticed that you have not checked your messages in whats app since Nov 23<sup>rd</sup> so please ensure you have connectivity. I would also suggest that you plan your meetings within your scheduled work hours. I have changed your start time in 7 shifts already and Thursday you have the F&B revenue meeting. With Angela is here on Saturday you have the option to take this off instead unless you have prior appointments.

While this is different to what you have been used to until we have finalized the investigation it is important for you and Steven that I step in for now and manage accordingly so there is no miss communication when it comes to scheduling.

Please confirm what day you will be taking off.

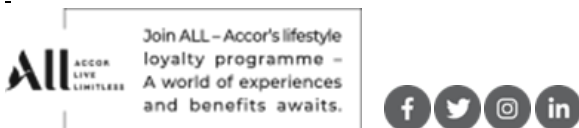
Kind regards,

シェーン・エドワーズ  
Shane Edwards

総支配人  
General Manager

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**From:** David DELACRUZ <David.DelaCruz@swissotel.com>  
**Sent:** Tuesday, January 21, 2025 12:52 PM  
**To:** Shane EDWARDS <Shane.Edwards@swissotel.com>  
**Cc:** Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>  
**Subject:** Re: Roster for January

Hi Shane,

About sending requests in 7Shifts, Morizono san and I were trying to figure out how to do it, but were unsuccessful. He recommended the option to let me change my roster and managers would get a notification if any change is made (Which is the system that we were doing until Dec last year as I commented on the meeting yesterday).

I told him that the new plan was to have something where I request the changes in schedule and wait for the approval, but he still was not able to find out how to do it or an alternative.

Please let me know if you know anyone who knows more about 7Shifts.

In the meantime, for my schedule for the rest of the month. I would like to change tomorrow's start time to 11am since I have a meeting in the morning with Ikemoto san.

For the day off, is it okay to have the other day off on Thursday this or next week instead of Friday?

Thank you!

Best Regards,

デビッド・デ・ラ・クルス  
David De la Cruz

F&Bマーケティング  
F&B Marketing

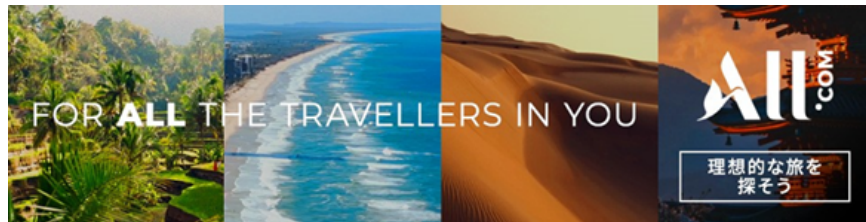
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**From:** Shane EDWARDS <[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com)>**Sent:** Tuesday, January 21, 2025 10:48 AM**To:** David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>**Subject:** RE: Roster for January

Dear David,

It is important that you communicate any changes well in advance as the business relies on transparency and communication. Not the best start following our discussions yesterday on the importance of rostering. Moving forward please ensure this is communicated. Now that you are working today I will change your roster and if you can confirm that you do not have appointments on Friday.

Can you please advise on the sensitive work for Minami that is important to do today?

In 7 shifts there is a request option (I will ask Morizono to show you) that you can use and in the interim until you are confident in using 7 shifts please email any requests. I also recall that you mentioned you were wanting to take leave in February to attend an event in your home country can you please provide a physical leave request and also in 7 shifts for review. This is important as we need to put in temporary support while you are away.

Kind regards,

シェーン・エドワーズ  
Shane Edwards総支配人  
General Manager**Swissôtel Nankai Osaka**

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**From:** David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>  
**Sent:** Tuesday, January 21, 2025 10:01 AM  
**To:** Shane EDWARDS <[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com)>  
**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>  
**Subject:** Re: Roster for January

Dear Shane,

I am sorry, I was going to ask you about today's shift as mentioned during yesterday's meeting. But after I mentioned it, it slipped my mind. I have some time sensitive work that they requested for Minami's promotion.

Will send the request in 7Shift as agreed in yesterday's meeting. In 7Shift I am only able to "offer up my shift", is there another way to request changes or just a personal message in 7Shifts is better?

Thank you,

Best Regards,

デビッド・デ・ラ・クルス  
David De la Cruz

F&Bマーケティング  
F&B Marketing

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**From:** Shane EDWARDS <[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com)>  
**Sent:** Tuesday, January 21, 2025 9:19 AM  
**To:** David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>  
**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>; FORRESTER Steven <[Steven.FORRESTER@swissotel.com](mailto:Steven.FORRESTER@swissotel.com)>; Akiko SHIMIZU <[Akiko.Shimizu@swissotel.com](mailto:Akiko.Shimizu@swissotel.com)>; Yutaka MORIZONO <[Yutaka.Morizono@swissotel.com](mailto:Yutaka.Morizono@swissotel.com)>  
**Subject:** RE: Roster for January

Dear David,

Can you please confirm you received the below and are checking 7 shifts as I see you have attended work today?

Kind regards,

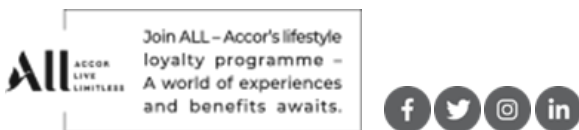
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Shane Edwards

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**From:** Shane EDWARDS

**Sent:** Thursday, January 16, 2025 4:13 PM

**To:** David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>

**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>; FORRESTER Steven <[Steven.FORRESTER@swissotel.com](mailto:Steven.FORRESTER@swissotel.com)>; Akiko SHIMIZU <[Akiko.Shimizu@swissotel.com](mailto:Akiko.Shimizu@swissotel.com)>; Yutaka MORIZONO <[Yutaka.Morizono@swissotel.com](mailto:Yutaka.Morizono@swissotel.com)>

**Subject:** Roster for January

Dear David,

Please find below your roster for the coming weeks:

17/01 Friday -Off  
18/01 Saturday -Off  
19/01 Sunday 1230- 2030  
20/01 Monday 900-1730  
21/01 Tuesday Off  
22/01 Wednesday 1200-2030  
23/01 Thursday 0900- 1730  
24/01 Friday 0900- 1730  
25/01 Saturday 1300 -2100



26/01 Sunday Off  
27/01 Monday 0900- 1730  
28/01 Tuesday 0900- 1730  
29/01 Wednesday 0900- 1730  
30/01 Thursday 0900- 1730

The above has been reflective in 7 shifts so please ensure you have connectivity. Moving forward this is where you will find your roster and be able to request days off through the app. Should there be any changes please check with me first.

Kind regards,

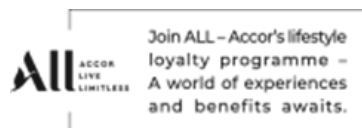
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