
Re: Your schedule has been updated! FEB 3-9

From David DELACRUZ <David.DelaCruz@swissotel.com>

Date Fri 2/14/2025 5:06 PM

To FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>; Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>

Steve,

Thank you for the clarification. I'm glad to hear that you are aware of my responsibilities. However, just to make it clear, my intention was to ensure that there was a full understanding of what actually happens during events. As you know, event duties are not limited to greeting the organizer or checking flyers—especially for new events or events where additional tasks need to be handled throughout the event, as I explained in a previous email. In such cases, shifts have extended well beyond 20:30, as was required last weekend when I worked until 23:30.

Since you are aware of my responsibilities, I would appreciate it if you could also clarify the specific responsibility that mandates pre-planned overtime. That said, just to make it clear, I am confident in my ability to complete my other responsibilities—outside of event-related ones—regardless of whether my shift was adjusted to the afternoon for an event, as it had been for almost two years.

Looking forward to your response.

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

Swissôtel Nankai Osaka

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From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Sent: Friday, February 14, 2025 2:53 PM

To: David DELACRUZ <David.DelaCruz@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>; Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>

Subject: Re: Your schedule has been updated! FEB 3-9

To make it clear,

There is no unawareness of your responsibilities.

If you are required to stay back for an event, this is taken into consideration with included overtime for the month.

Example- if you need to stay at work until 8.30pm to meet and greet a DJ or ensure that the flyers are correct, then you stay until this is complete.

If Overtime starts to get out of control this will be monitored accordingly.

Thank you for your understanding.

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
Director of Food & Beverage and Culinary

Swissôtel Nankai Osaka
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From: David DELACRUZ <David.DelaCruz@swissotel.com>

Sent: Friday, February 14, 2025 2:45 PM

To: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>; Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>

Subject: Re: Your schedule has been updated! FEB 3-9

Hi Steve,

Thank you for your response. Since there seems to be some unawareness of what happens during events, I will clarify: I always check with Atsuko-san and other relevant parties to confirm if my assistance is needed before I leave. However, my current roster has me working from 9:00 to 17:30, while the event does not begin until 20:30. This timing makes it impossible to coordinate with the organizers or know in advance if additional help will be required.

In the past, my schedule on event days was adjusted—for example, I worked from 12:00 to 20:00 or from 15:00 to 23:30—to ensure that my hours aligned with event needs. Since that adjustment is no longer in place, I will adhere to my regular working hours as you requested and will do my best to ensure everything is ready considering the current constraints.

Thank you for your attention.

[@Atsuko YORIFUJI](#) こんなことで巻き込んでしまってごめんね。イベント前にすべて準備して、主催者ともきちんと話し合うつもりだよ！

よろしくお願いします

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: FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Sent: Friday, February 14, 2025 8:51 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>; Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>
Subject: Re: Your schedule has been updated! FEB 3-9

Appreciate the feedback David,

Roster times will remain.

Please stay back on the mentioned dates (15th and 21st) until [@Atsuko YORIFUJI](#) no longer requires you.

Please check in with her before you leave.

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
Director of Food & Beverage and Culinary

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From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Thursday, February 13, 2025 9:52 AM
To: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Re: Your schedule has been updated! FEB 3-9

Hi Steve,

I understand that overtime may be necessary on occasion, but to maintain a balanced work schedule and ensure productivity, I prefer to avoid pre-planned extended working hours. Given that the upcoming events start at nighttime, I request a shift adjustment to align with a standard workday and prevent excessively long hours.

If my assistance at the event is not required, I will complete my duties within my scheduled hours and ensure all preparations are in place.

Please let me know. Thank you.

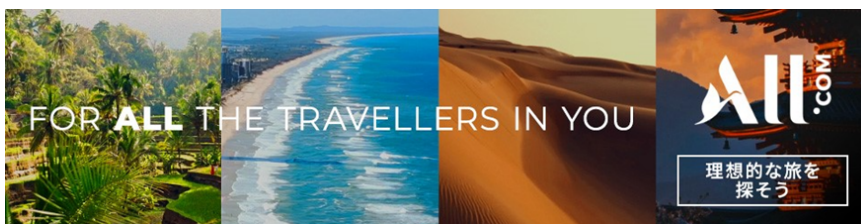
Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

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From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Sent: Wednesday, February 12, 2025 3:26 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Re: Your schedule has been updated! FEB 3-9

Hi David,

Re the late finishes, this is part of your included overtime, please stay until the job is complete.

As for leave, I have no problem with these dates, please fill out the application form accordingly and enter request into seven shifts.

Warm Regards,

スティーブン・フォレスター

Steven Forrester

料飲部長兼総料理長

Director of Food & Beverage and Culinary

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email signature 2501 Fukui Fair2



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From: David DELACRUZ <David.DelaCruz@swissotel.com>

Sent: Wednesday, February 12, 2025 2:42 PM

To: Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Subject: Re: Your schedule has been updated! FEB 3-9

Hi Shane,

A small schedule request for my schedule before the 17th:

This weekend on the 15th there is the drag queen event but since Eddie is not available and the DJ is not fluent in English I want to work later just in case.

About the days off I requested last month for my sister's wedding, as I mentioned the wedding was postponed. However, some family members are planning to come to Japan during the same days. I would like to request time off from Feb28 to Mar5. Please let me know what document I need to fill out. Thank you!

Steve,

For Feb21st we have a new event in Nambar10 and since during last weekend event there was a big problem, I would prefer to work the 21st in the afternoon to support Yorifuji san and check if the event runs smoothly.

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

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From: Shane EDWARDS <Shane.Edwards@swissotel.com>

Sent: Tuesday, February 4, 2025 11:11 AM

To: David DELACRUZ <David.DelaCruz@swissotel.com>

Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Subject: RE: Your schedule has been updated! FEB 3-9

Hi David,

I am happy to change tomorrow.

Next Tuesday is a public holiday so better to take this day off as next Thursday is likely Rev max and all leaders are here. I will finalize up until the 17th then this will be handed back to your direct report of Steve.

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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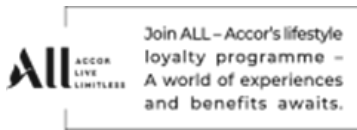
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From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Tuesday, February 4, 2025 9:17 AM
To: Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Re: Your schedule has been updated! FEB 3-9

Morning Shane,

Hope you are having a nice morning in Orientation.
About this week's schedule. As previously discussed, is it possible to take my day off tomorrow instead of Friday?
I do not have any meeting schedule tomorrow.

For next week's schedule, is it okay to be off on Thursday instead of Tuesday? There is no meeting scheduled next week on Thursday.

Thank you!

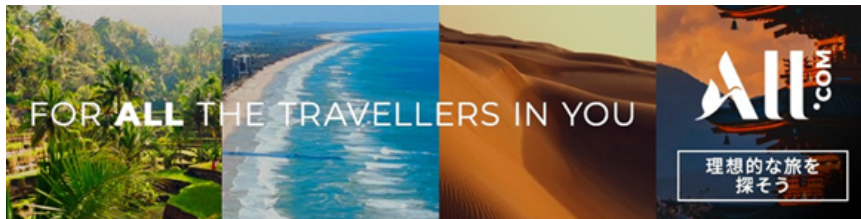
Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

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From: Shane EDWARDS <Shane.Edwards@swissotel.com>
Sent: Wednesday, January 29, 2025 10:42 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Subject: RE: Your schedule has been updated! FEB 3-9

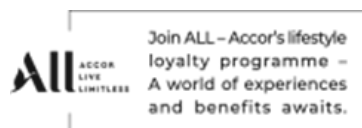
I will check with Steve as this is his department.

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: Wednesday, January 29, 2025 10:41 AM

To: Shane EDWARDS <Shane.Edwards@swissotel.com>

Subject: Re: Your schedule has been updated! FEB 3-9

Is like once every two weeks. So, we have it today but not next week.

Also, will send the F&B Outlet by today and if I am off next week on Wednesday, I would send it on Tuesday.

Thanks!

Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

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From: Shane EDWARDS <Shane.Edwards@swissotel.com>

Sent: Wednesday, January 29, 2025 10:29 AM

To: David DELACRUZ <David.DelaCruz@swissotel.com>

Subject: RE: Your schedule has been updated! FEB 3-9

Do we not have F&B meetings on a Wednesday?

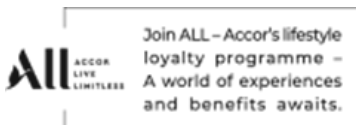
Kind regards,

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: Wednesday, January 29, 2025 9:10 AM
To: Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Fw: Your schedule has been updated! FEB 3-9

Hi Shane,

I just saw my roster was updated for next week.
Instead of being off on Friday 7th I would prefer to have the day off on Wednesday 5th that I do not have any meetings scheduled.

Thank you!

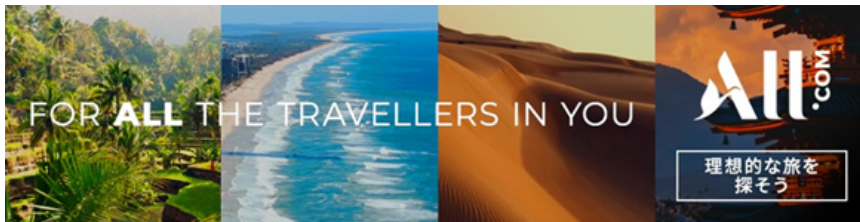
Best Regards,

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: 7shifts <notifications@7shifts.com>
Sent: Wednesday, January 29, 2025 8:14 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Subject: Your schedule has been updated!



Hi David De la Cruz,

Swissôtel Nankai Osaka has updated your schedule for February
3 - February 9 at Hotel Other - Marketing/PR.

Mon (Feb 3)

9am - 5:30pm (F&B Marketing)
Meal Break 60 min - Flexible

Tue (Feb 4)

9am - 5:30pm (F&B Marketing)
Meal Break 60 min - Flexible

Wed (Feb 5)

9am - 5:30pm (F&B Marketing)
Meal Break 60 min - Flexible

Thu (Feb 6)

9am - 5:30pm (F&B Marketing)
Meal Break 60 min - Flexible

Sat (Feb 8)

12pm - 8:30pm (F&B Marketing)

Meal Break 60 min - Flexible

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