

From: [Maria Bournakis](#)
To: [Donald Green](#)
Subject: Out of office Thursday, 03/14, and Friday, 03/15
Date: Monday, March 11, 2024 8:53:16 AM

Good morning, Don, happy Monday!

I hope that you had a restful weekend. I write today, as I will need to be out of the office this Thursday, 03/14, and Friday, 03/15. I have entered a request in Paylocity, but also wanted to apprise you of the situation.

I believe that I am to inform you of such requests but am not quite sure if there's anything else that is required of me. Please correct me if I'm mistaken and/or if there's anything else on my end.

Thanks for your time,
Tini

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