

## MEMORAN DUM

Kathy Gallagher, Director

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To: All Staff (less CSB), Code 2

Date: December 7, 2021

From: Ecotime Administrators

Subject: Ecotime Unavailable Wednesday 12/8 from 7:00 AM to 7:30 AM

Please be aware that Ecotime will be unavailable:

Wednesday, December 8<sup>th</sup> from 7:00 AM to 7:30 AM

Due to a system update. Thank you for your patience.