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To: ["Direct to Mayor and Council - DL"](#)  
CC: ["City Manager's Correspondence Group - DL"](#)  
["Hendren, Paul" <Paul.Hendren@vancouver.ca>](mailto:Paul.Hendren@vancouver.ca)  
Date: 12/21/2020 12:33:13 PM  
Subject: Staff availability during the holidays

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Good Afternoon Mayor and Council

I wanted to let you know about staff availability during the holidays. Most of our office staff are now off for the holidays. We'll be focused on maintaining our core services throughout the holidays.

For the most part, your questions will be answered in January as a part of Paul Hendren's regular emails. If they are urgent, we'll get to them sooner.

I am working until January 4<sup>th</sup> and will be checking emails throughout that time. I'm wrapping up my performance reviews for 2020 and closing things out, so will be on the computer and available until my departure on January 4<sup>th</sup>. I'm trying to give Paul and Karen a break so they can be recharged for their next chapter in the office. Please do give them a break if you can as well.

I will however, be out of contact from December 27<sup>th</sup> to 30<sup>th</sup>, during which time, Paul will be monitoring email.

I urge you to take some time-off during the holidays as well. 2021 is going to be intense!

If you need anything urgent, please call or text my cell phone.

Sadhu

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