

Inter-Office Memo

To: All Personnel

From: Dr. Hilgers

1. Sickness

We will no longer accept your doctor's statement as proof you are sick, **we believe** that if you are able to go to the doctor, you are able to come to **work**.

2. Leave of Absence for Operations

We are no longer allowing operations, as we believe that as long as you **are an employee here, you will** need all of whatever you have and you should not consider having anything removed. We hired you as you are **and to have anything removed would** certainly make you less than we **bargained for**.

3. Accidents

First aid in most instances will be treated during normal breaks; however, **application** of splints, hemorrhage control and artificial respiration may **be done at other times**, work load permitting.

4. Death (other than your own)

This is no excuse. There is nothing you can do for them, and there is **always someone** else with a lesser position that can tend to the arrangements. However, if the funeral can be held in the late afternoon we will be glad to let you off one hour early provided that your share of **the work** ahead enough to keep the job going in your absence

5. Death (your own)

This will be accepted as an excuse, but two week notice is required, as **we feel it is your duty** to teach someone else your job.

6. Dying on the Job

It has come to our attention that employees dying on the job are failing to **fall down**. **This practice must stop**, as it becomes impossible to **distinguish between death and the natural movement** of the staff. Any **employee found dead in an upright position** will be dropped from the payroll.

7. Use of restroom

Also, entirely too much time is being spent in the restroom. In the future **we will follow the practice of** going in alphabetical order. For instance those whose names begin with "A" will go from 8:00 to 8:15 "B" will go **from 8:15 to 8:30 and** so on. If you are unable to go at your appointed **time, it will be necessary to wait** until the next day when your turn comes **up again**.