

BIOCAPS Admin Staff IN-OFFICE Schedule

November

*Last updated Nov 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31-Oct	1	2	3	4	5
	Mark Naz Marc Eunice Metha Doris	Zaira Cyndi Ayaka Eunice Metha Doris	EVERYONE *Staff Coffee *Doris Flex	Mark Naz Eunice Metha Doris	Zaira Cyndi Ayaka Eunice Marc *Doris Vacation *Naz Vacation	
6	7	8	9	10	11	12
	Mark Marc Eunice Metha Ayaka Doris	Zaira Cyndi Eunice Metha Doris *Doris Vacation	EVERYONE *Staff Meeting	Mark Eunice Metha Doris Marc	Remembrance Day	
*Naz Vacation (Nov 4 - 10)						
13	14	15	16	17	18	19
	Mark Naz Marc Eunice Metha Doris	Zaira Cyndi Marc Eunice Metha Doris	EVERYONE	Naz Eunice Metha Ayaka *Doris Vacation *Marc B Vacation *Mark M Vacation	Zaira Cyndi Eunice Ayaka	
20	21	22	23	24	25	26
	Zaira Naz Marc Eunice Metha Doris *Mark Vacation	Mark Cyndi Ayaka Eunice Metha Doris	EVERYONE *Staff Meeting *Metha Vac *Doris Flex	Naz Eunice Metha Doris Marc	Mark Cyndi Ayaka Eunice Doris *Zaira Vacation *Marc Vacation	
27	28	29	30			
	Mark Marc Eunice Metha Cyndi *Doris Vacation	Zaira Ayaka Eunice Metha Doris	EVERYONE			
*Naz Vacation (Nov 28 - 30)						