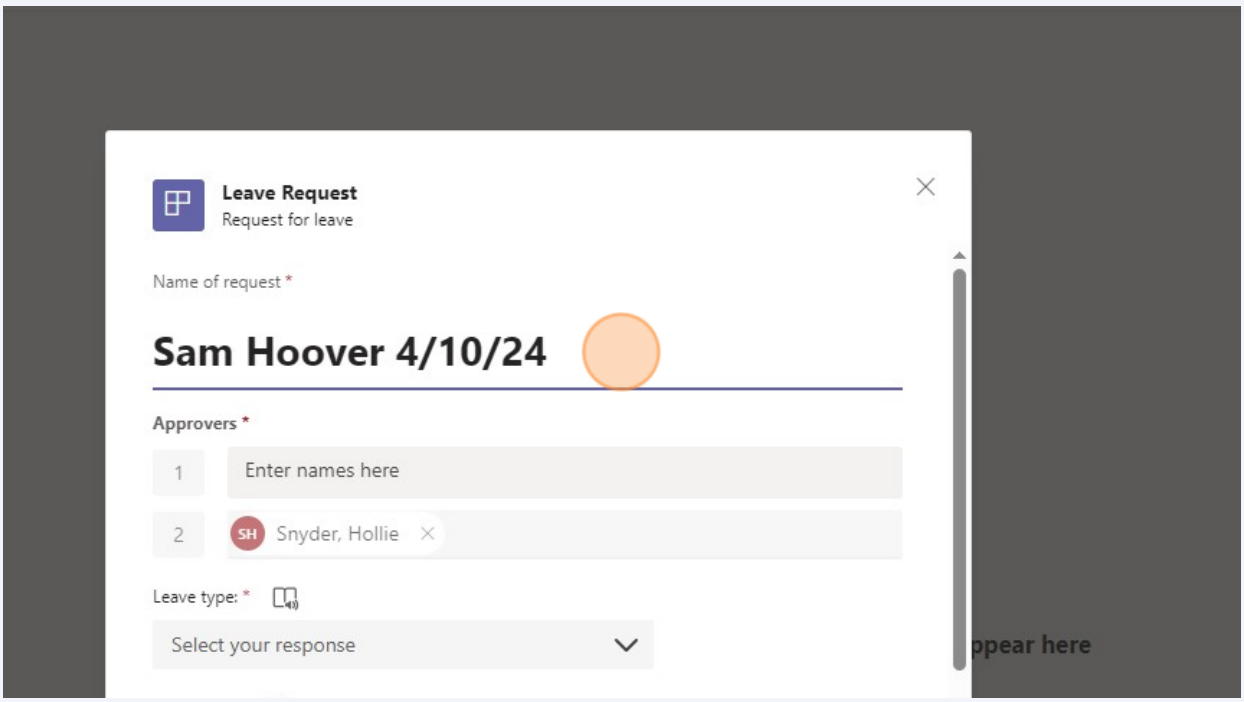
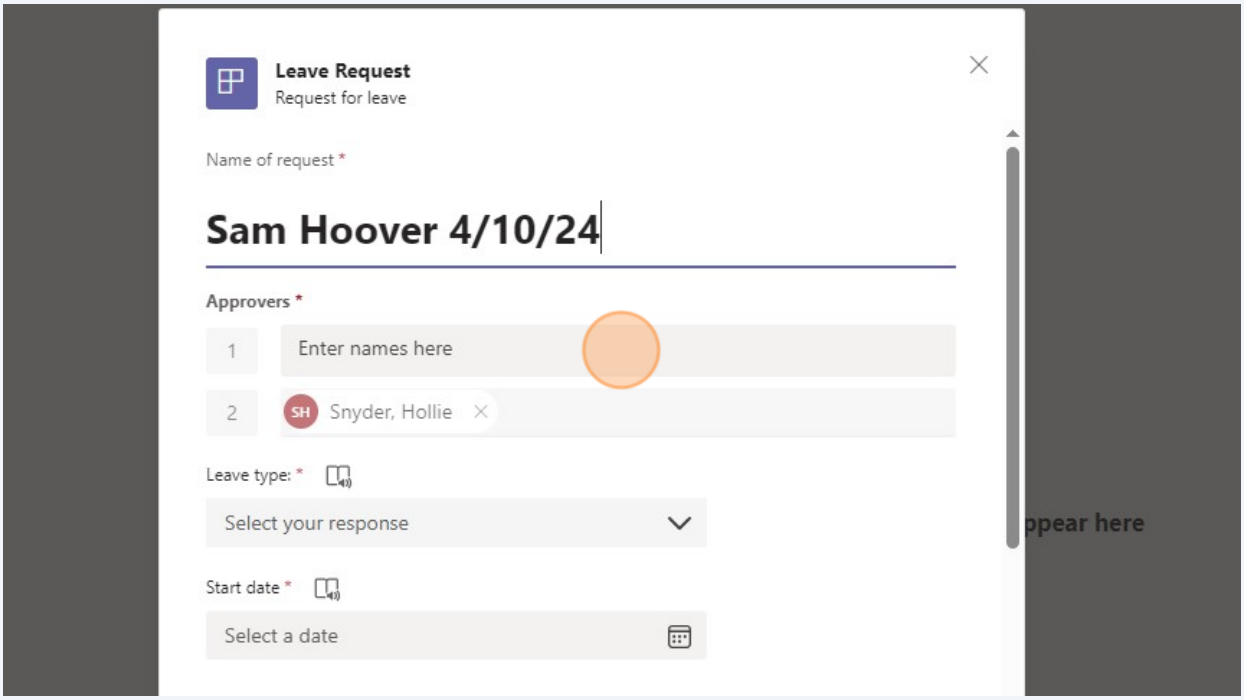
Submitting Leave Request

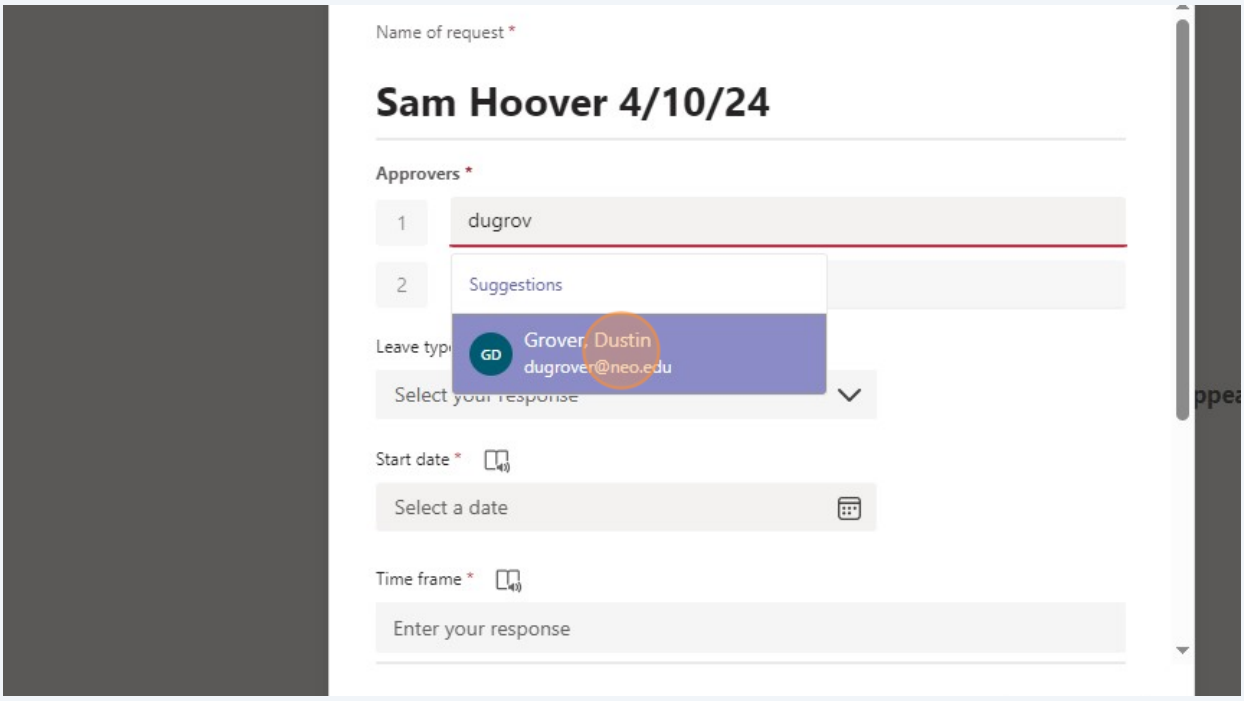
1 Enter your name and the date of the requested leave



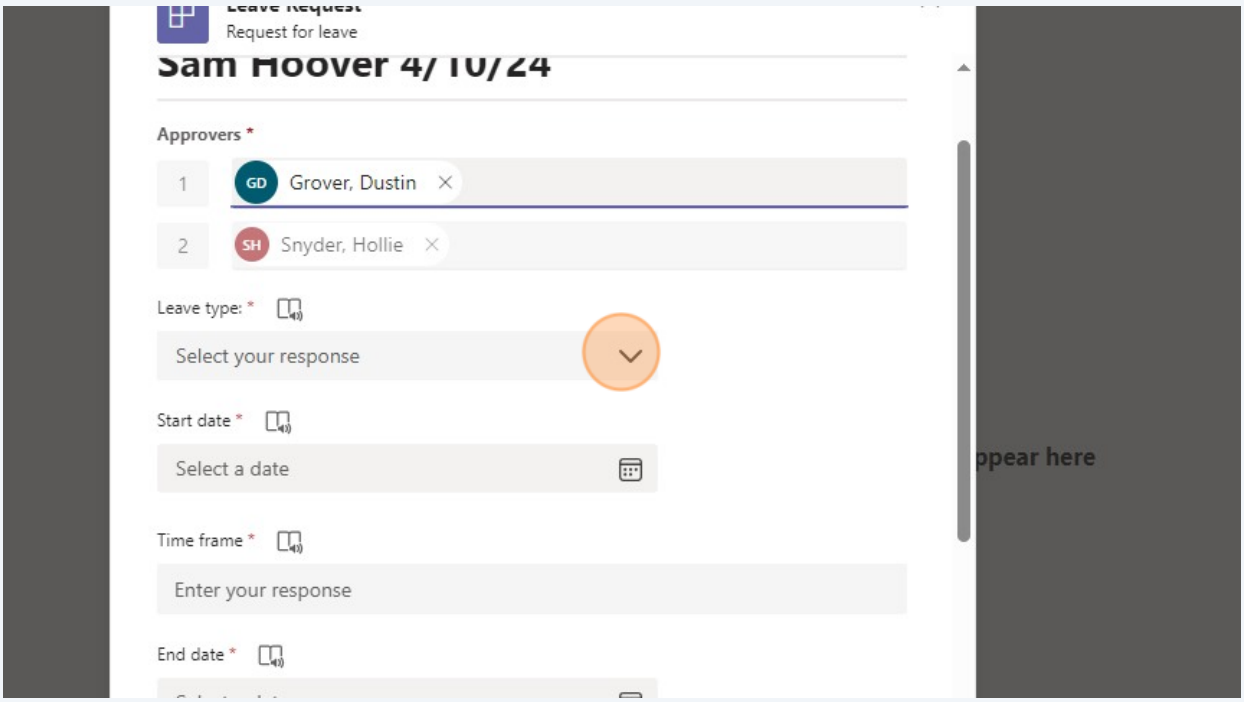
2 Enter your supervisor's name



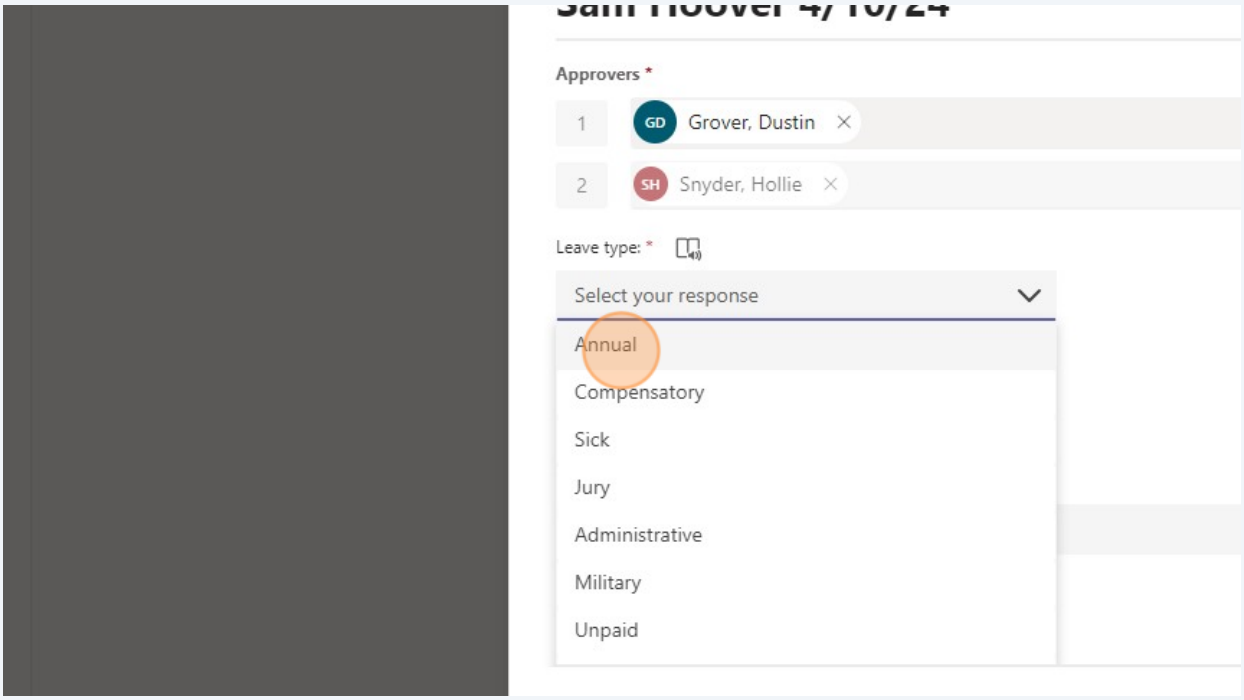
3 Click their name



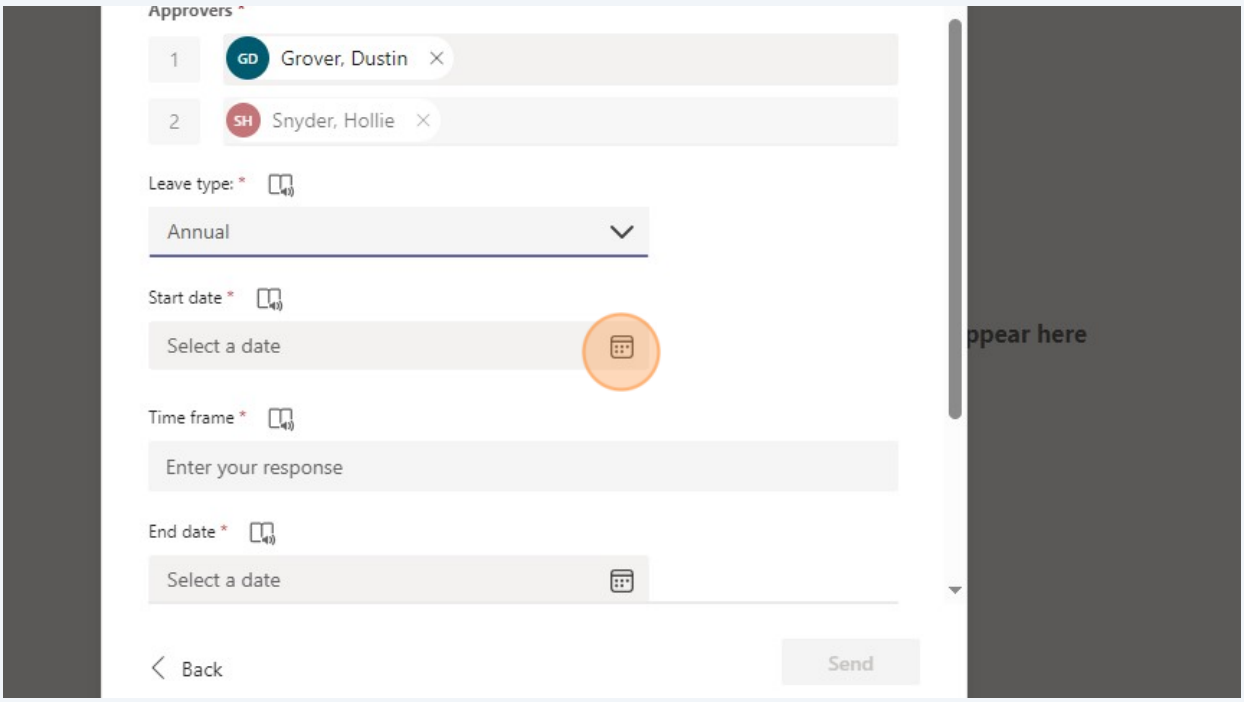
4 Click here



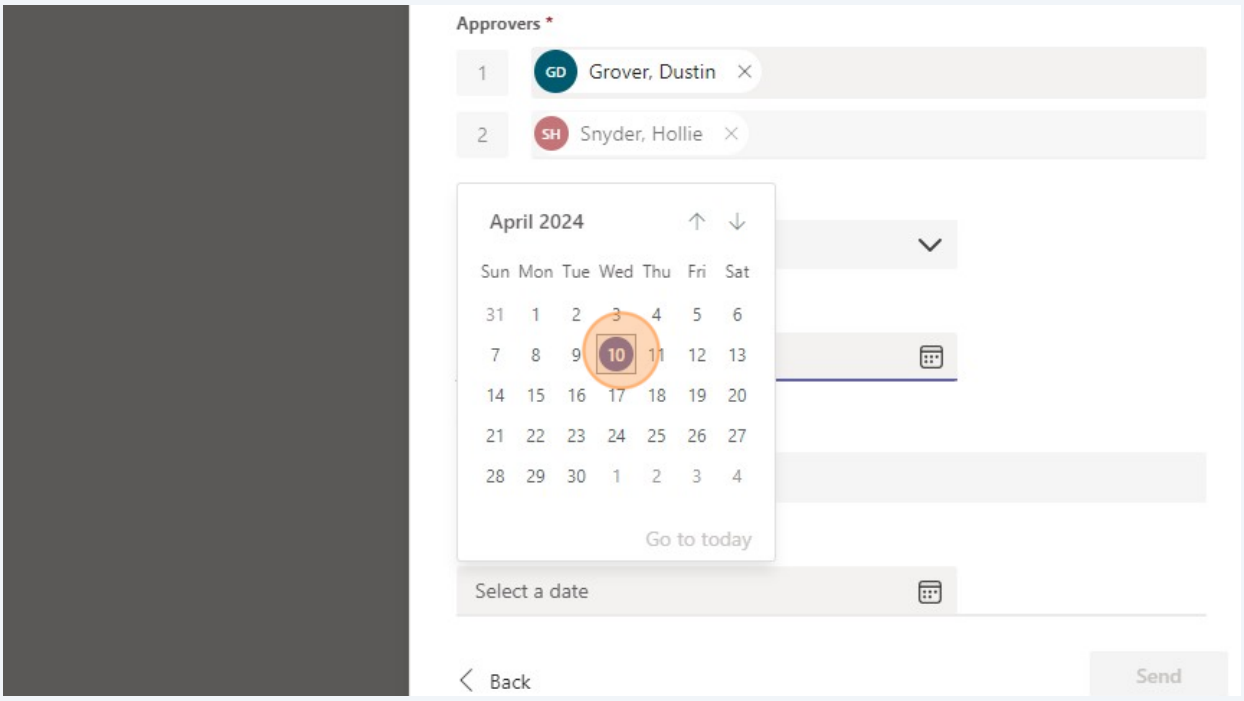
5 Select the type of leave being taken



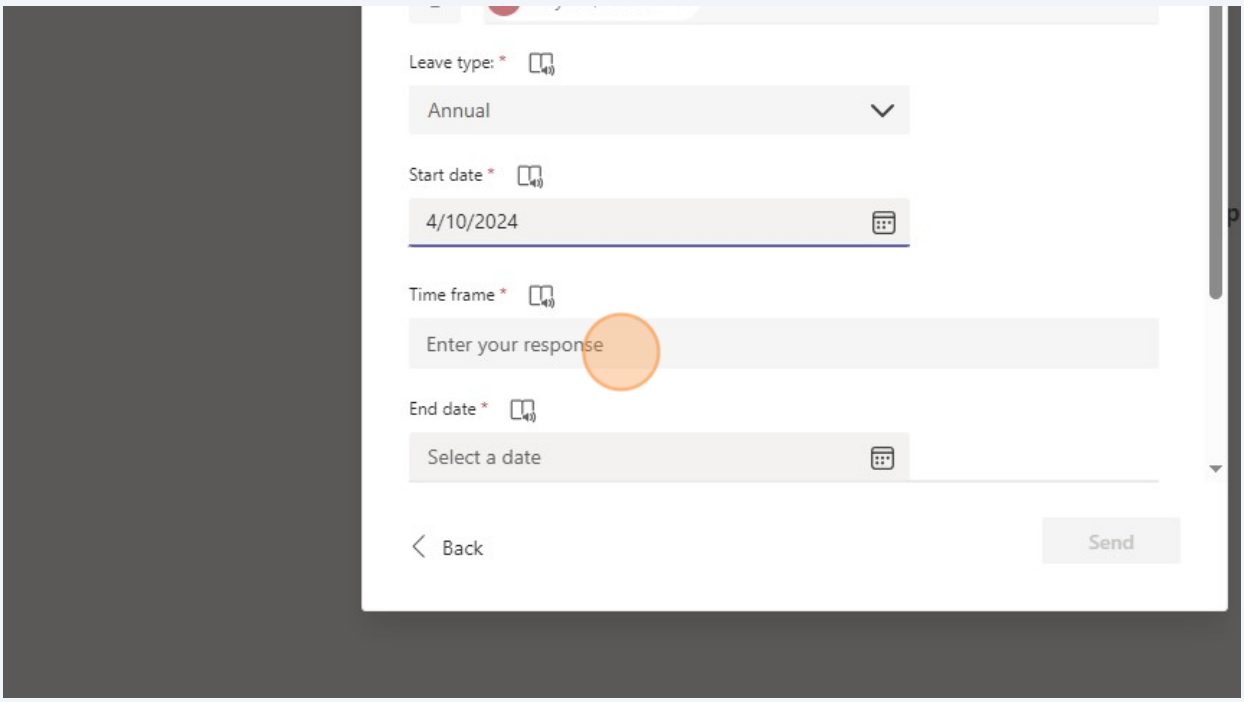
6 Click here



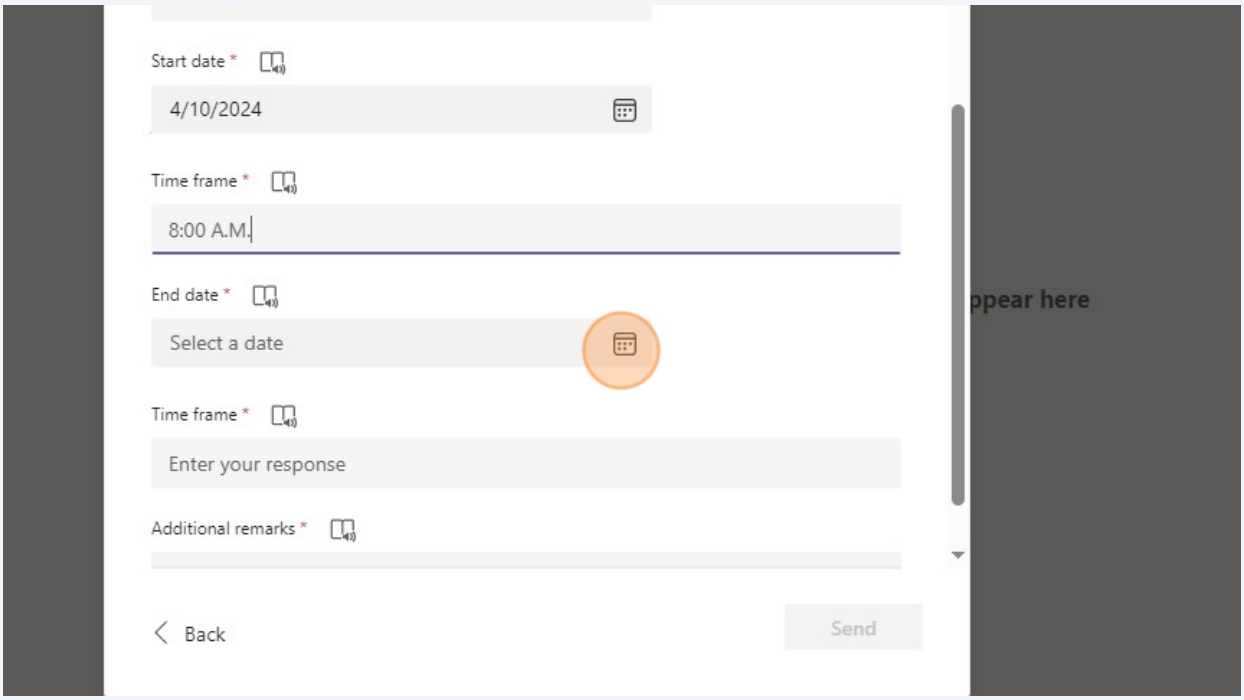
7 Click the date your leave will begin



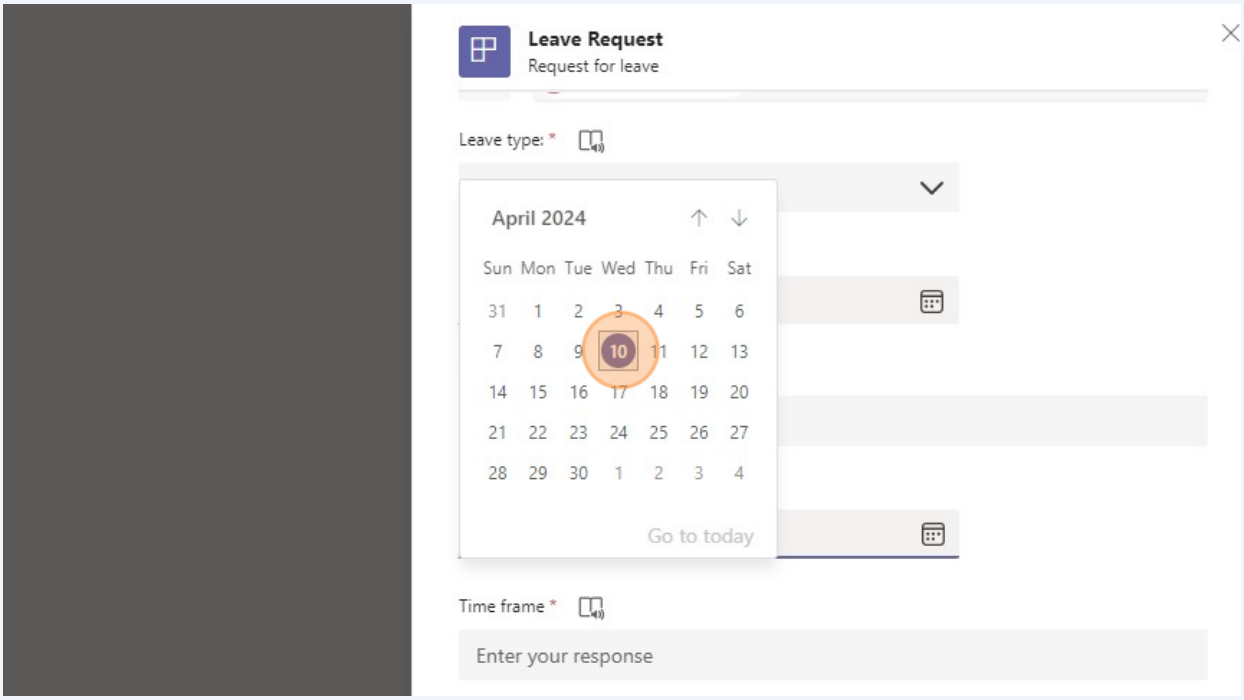
8 Enter the time your leave will begin



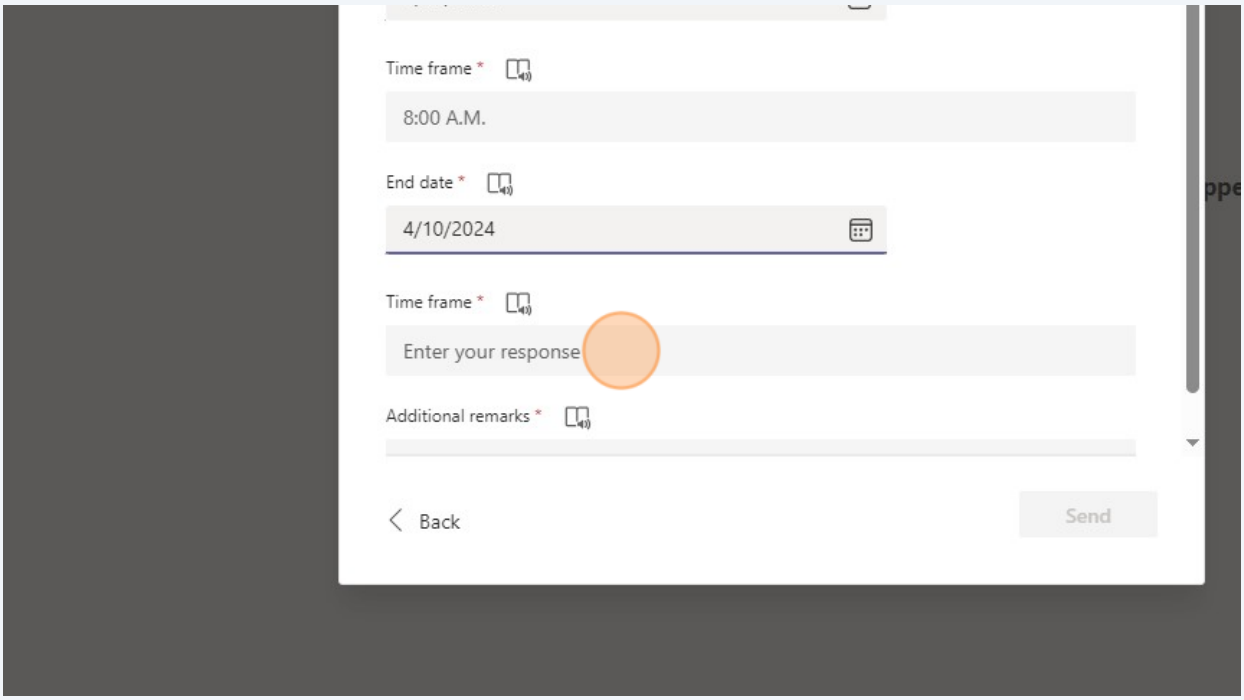
9 Click here



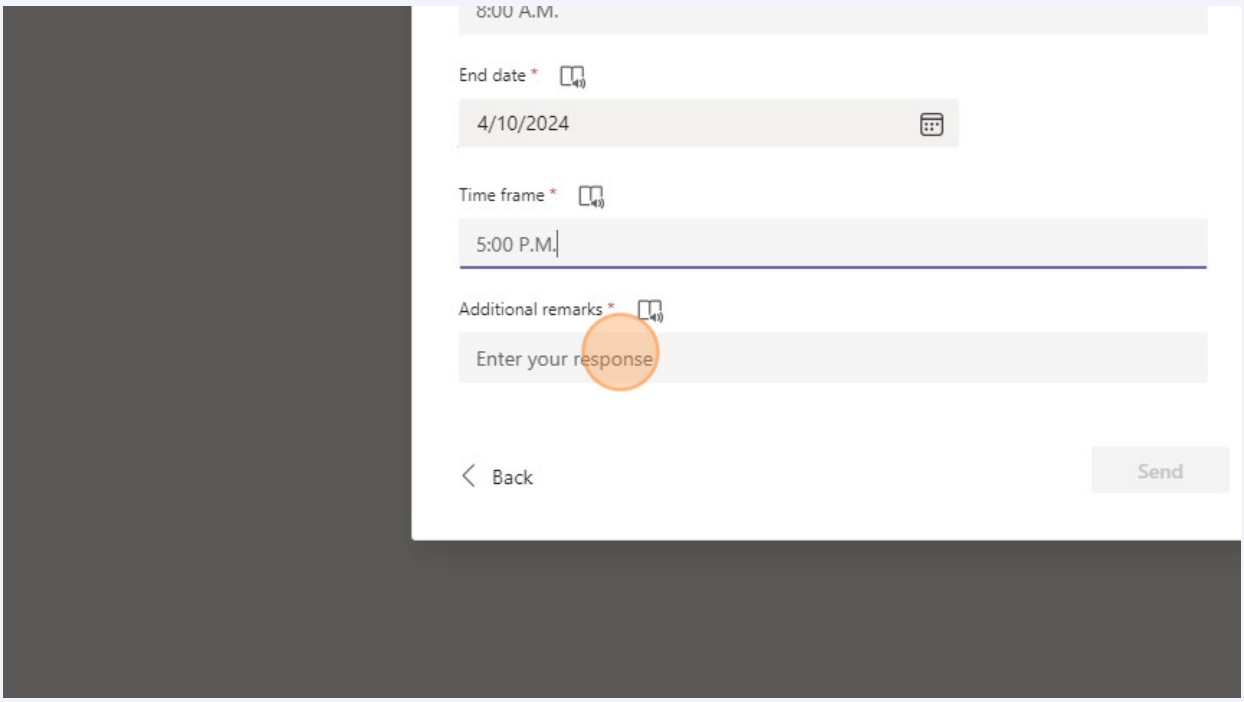
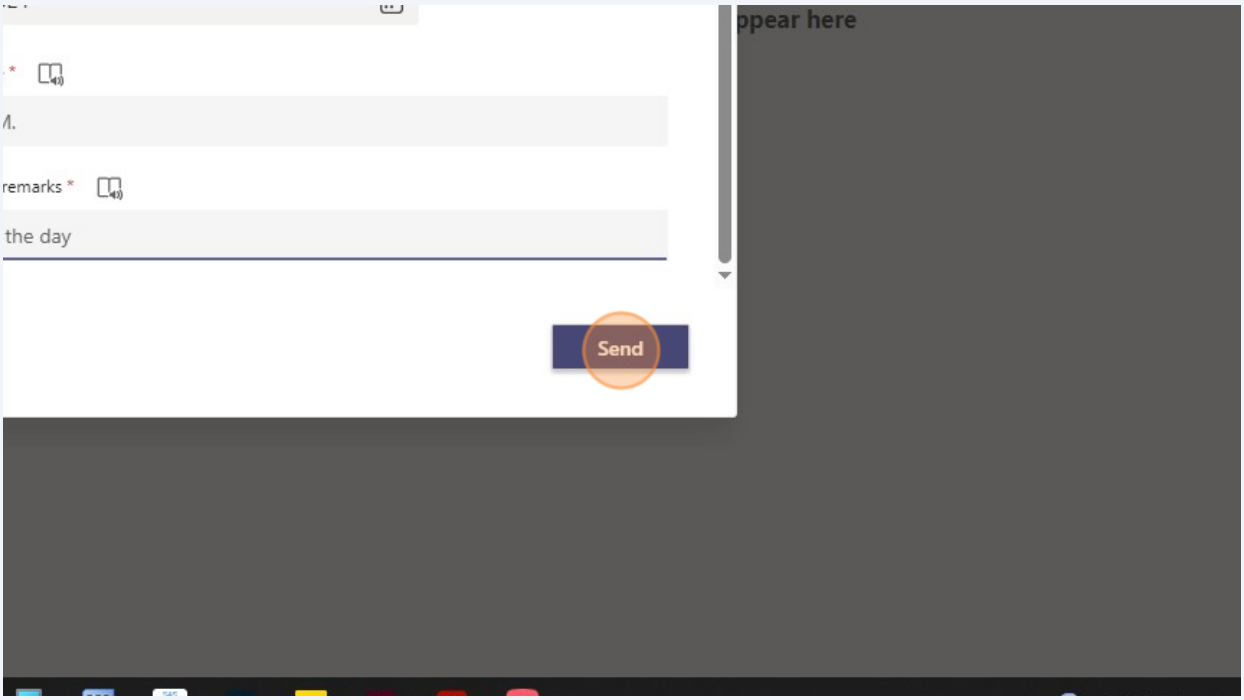
10 Click the date your leave will end



11 Enter the time your leave will end



12 Add any additional remarks



13 Click Send