



Recording Vacation and Sick Leave

Summary:

Step	What to Do	Who	How to Do It
			<ul style="list-style-type: none"> • Obtain supervisor approval of your leave. • • _____ •
			<ul style="list-style-type: none"> • •
			<ul style="list-style-type: none"> • • • • • • • Balance My Leave History Leave • People I Supervise •
			<ul style="list-style-type: none"> • Leave History My • • • My Leave History • • _____