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**ComposedDate\_Time:** 8:35:39 AM  
**Subject:** Leave requests

You all should be aware of the following information on requesting leave, but I need to repeat it as a STRONG reminder to everyone. These procedures are extremely important as we head into our last nine months and we are under the crunch to finish.1. Annual leave is to be requested and approved in advance. Obviously, on occasion emergencies will arise at the last minute and you will not have requested leave in advance. On these occasions, you should speak to your supervisor or me and not just leave voice mails.2. Sick leave is to be taken for Drs. appointments, care for a sick family member, or if you are sick. Whenever possible sick leave should be requested and approved in advance. When you call in sick you must speak to or leave a message with your supervisor. You should also leave a message with one other person (either me or general delivery mailbox) in case your supervisor isn't in to retrieve messages.3. Leave slips must be submitted in advance for approval whenever possible. This includes Drs. appointments--you can adjust the time on the leave slip when you return if necessary but you must turn in a leave slip prior to taking the leave.4. If you have not done a leave slip in advance (only acceptable in the instances listed above) you must fill out a slip IMMEDIATELY upon your return to the office. You should not have to be asked to turn in a leave slip by me or your supervisor days or weeks later!5. Thank you for your cooperation.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**