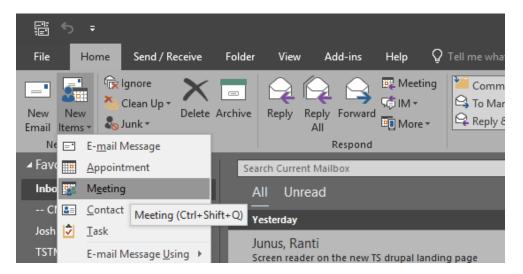
Submitting leave requests to Autumn

Instructions specific to staff reporting to Autumn Faulkner.

In general, except for major holidays or other days when coverage is an issue, copy cataloging unit staff have blanket approval for leave requests. Just notify Autumn of planned leave by sending her a calendar appointment in Outlook (this helps her review entries when approving timecards in EBS). If you're out sick, don't worry about sending advance notice – one you return to work, just send a calendar appointment for the time you were out.

1. On the Home tab, select New Items \rightarrow Meeting.



- 2. Enter the following info:
 - To: <u>autumn@lib.msu.edu</u>
 - Subject: your name, # of hrs, type of leave
 - Location: leave blank
 - Start time & end time: set the dates and times of your planned absence

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(1) You haven't sent this meeting invitation yet.													
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	Start t	Start time Wed 5/16/201		16/2018			1:00 PM	И	-	All day e <u>v</u> ent			
	End ti	me	Wed 5/	16/2018			5:00 PN	M	Ŧ				

3. Click Send. This will put your leave on Autumn's calendar.