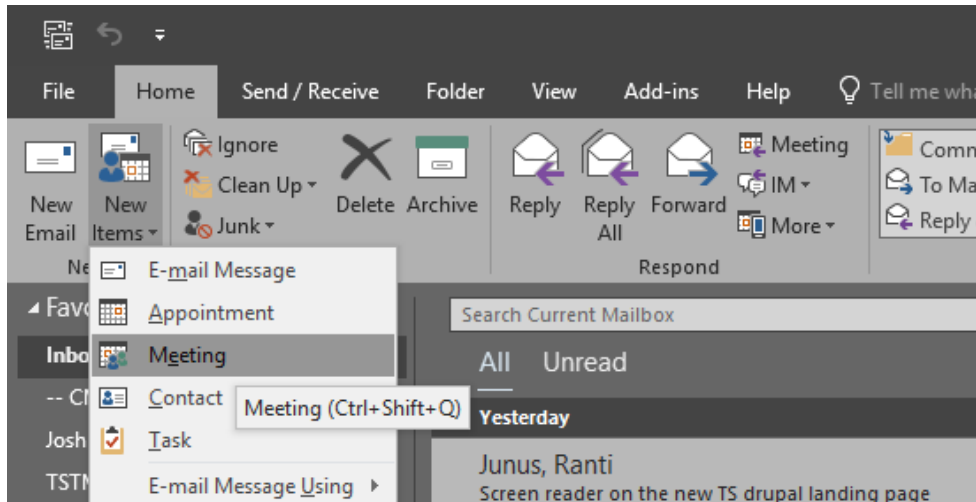


Submitting leave requests to Autumn

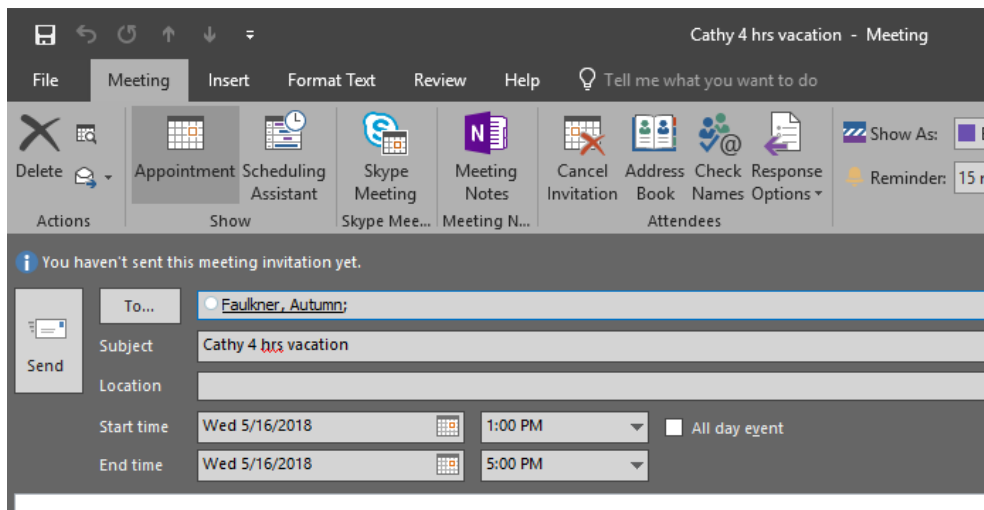
Instructions specific to staff reporting to Autumn Faulkner.

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 – once you return to work, just send a calendar appointment for the time you were out.

1. On the **Home** tab, select **New Items** → **Meeting**.



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



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