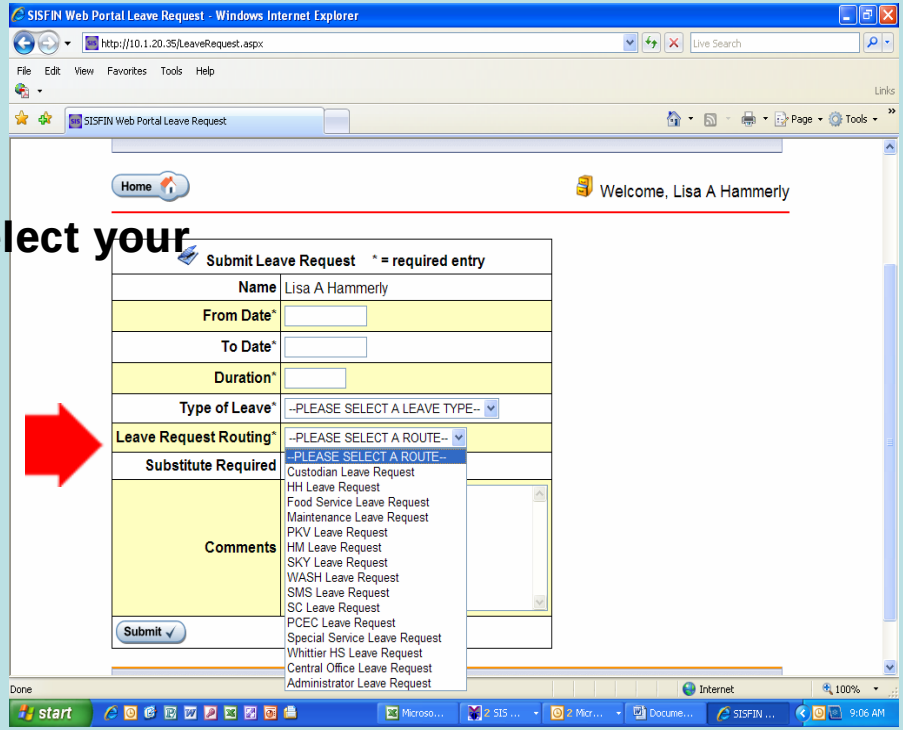
HR PORTAL UPDATE *(effective 11-14-07)*
ADDED NEW LEAVE REQUEST ROUTINGS

When submitting a leave request you will <u>select either your department or your building location.</u>
List of departments:

- Administrator Leave Request
- Custodian Leave Request
- Food Service Leave Request
- Maintenance Leave Request
- Special Service Leave Request *(Central Office Staff Only)*

If your department is not listed please select your building location. List of buildings:

- CO Leave Request
- HH Leave Request
- HM Leave Request
- PCEC Leave Request
- PKV Leave Request
- SC Leave Request
- SKY Leave Request
- SMS Leave Request
- WASH Leave Request
- WHIT Leave Request