

+RZ WR 5HTXHVV DQG &DQFHO 7LPH 2II 5HTXHVV

7KLV MRE DLG H[SODLQV KRZ WR 5HTXHVV 7LPH 2II 9LHZ D 5HTXHVV
\$SSURYHG 5HTXHVV IRU 7LPH 2II

5HTXHVV WLPH RII

7LPH RII LV UHTXHVVHVG YLD 0\ &D

6HOHFW 0D Q 0HQX ! 0\ ,QIRUP

,Q WKH FDOHQGDWV VHOHFWI WRX

6HOHFWXHVW WKHQ VHOHFW 7LPH RII

6HOHFW WKH 7\SH RI 7LPH 2II

6HOHFW \$SSO\

5HYLHZ' D W KH V HOG VHOHFW DGGLWL

LI QHFHVVDU\

)RU 'XUDWLRQ 6HOHFW)XOO 'D\ VW

D 127(6LFN 7LPH)DPLO\ &DUH KDYH

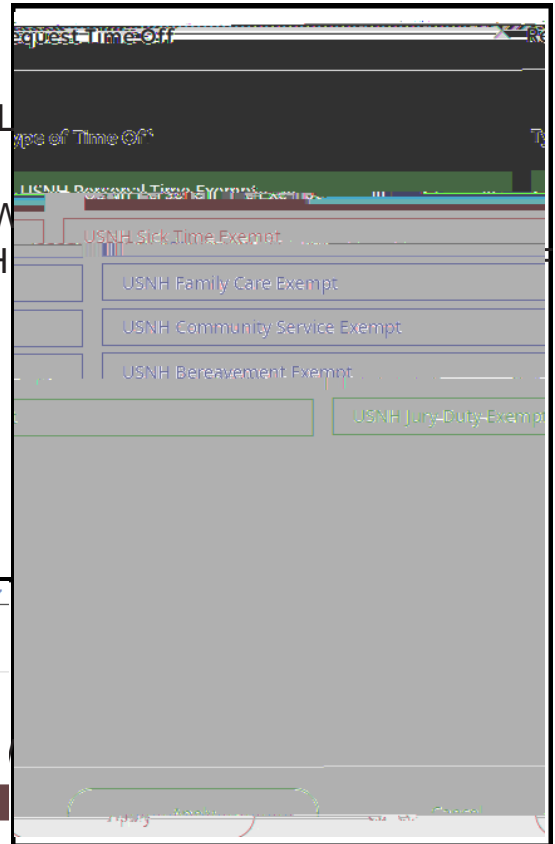
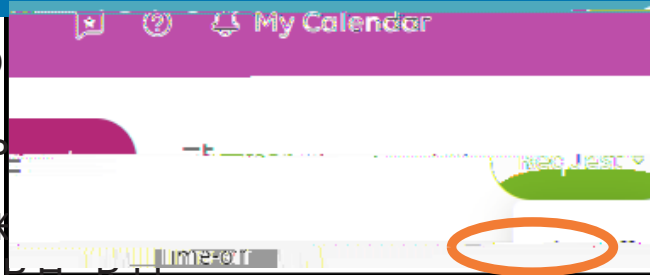
6HOHFW 5HYLHZ WRRQDGG D FRPP

6HOHFW 6XEPLW

\$ FRQILUPDWLRQ SDQHO DSSHDUV

6HOHFW 'RQH

)RU 6LFN 7LPH RU)
\RX FDQ VHOHFW +R
,I HQWHULQJ KRXUDM
IRU WKH VWDUW WL
'XUDWLRQ RI WLPH



request Time Off

USNH Sick Time Exempt

Dates

12/07/2023

Duration

Hours

Full

Start Time * 8:00 AM

Duration hh:mm * 2:45

Deduct from

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