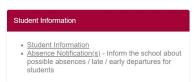
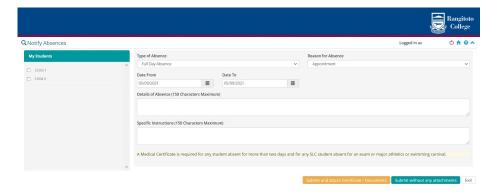
ABSENCE NOTIFICATION

1. Select Absence Notification(s)

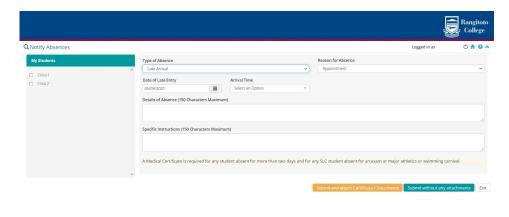


Full Day



- 1. Select 'Full Day Absence'
- 2. Select 'Reason for Absence'
- 3. Select 'Date From'
- 4. Select 'Date To'
- 5. Enter 'Details of Absence'
- 6. Enter 'Specific Instructions'
 - Note: Optional
- Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)

Late Arrival

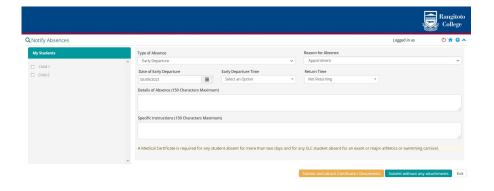


- 1. Select 'Late Arrival'
- 2. Select 'Reason for Absence'
- 3. Select 'Date of Late Entry'
- 4. Select 'Arrival Time'
- 5. Enter 'Details of Absence'
- 6. Enter 'Specific Instructions'

Note: Optional

7. Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)

Early Departure



- 1. Select 'Early Departure
- 2. Select 'Reason for Absence'
- 3. Select 'Date of Early Departure'
- 4. Select 'Early Departure Time'
- Select 'Return Time'
 Select expected return time or 'Not Returning'
- 6. Enter 'Details of Absence'
- 7. Enter 'Specific Instructions'

Note: Optional

8. Click 'Submit without any attachments' or 'Submit and attach Certificate/Documents' (e.g. to provide medical certificate)