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Fw: Leave report

From: Sabina Burton (burtons@uwplatt.edu)
Sent: Mon 6/29/15 12:31 PM
To: "sabinaburton " (sabinaburton@live.com)

From: Jane B Laufenberg
Sent: Monday, June 29, 2015 2:06:53 PM
To: Sabina Burton
Subject: RE: Leave report

HI Sabina – You are all set. The rest of April is considered your May leave (you're on the 9 month academic payroll calendar). You already did your May leave report.

Thanks for checking.

From: Sabina Burton
Sent: Monday, June 29, 2015 2:04 PM
To: Jane B Laufenberg
Subject: Leave report

Hello Jane,

How do I put in no leave taken for the remainder of April? I was on sick leave until April 17 but back to work the remainder of the semester.

Thank you :)

Sabina