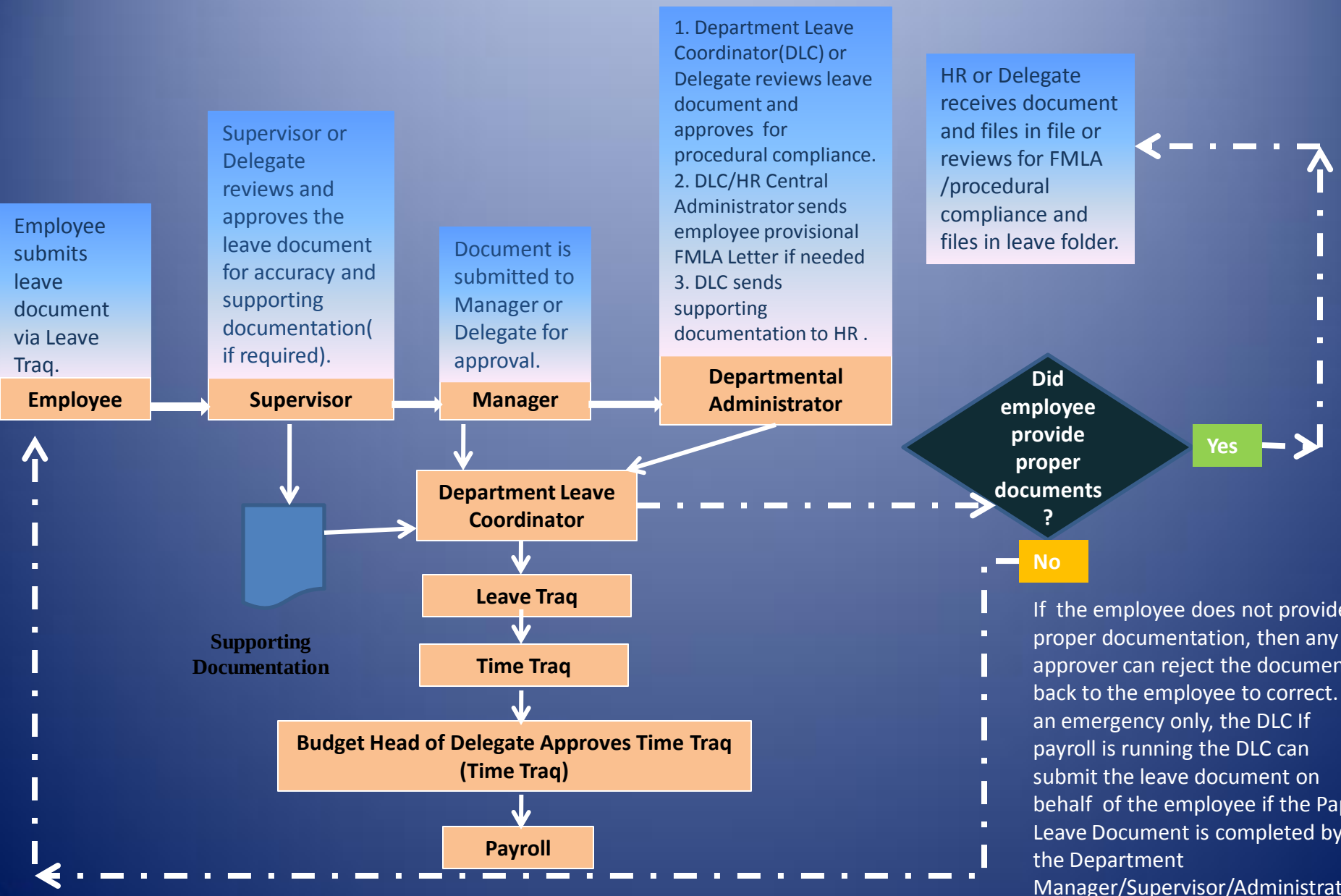
Submission of Leave Documents



If the employee does not provide proper documentation, then any approver can reject the document back to the employee to correct. In an emergency only, the DLC If payroll is running the DLC can submit the leave document on behalf of the employee if the Paper Leave Document is completed by the Department Manager/Supervisor/Administrator