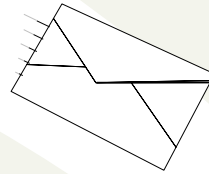


Employee receives e-mail confirming submission of request



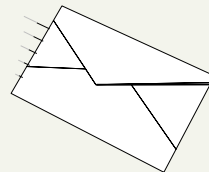
Absence Approver receives e-mail notifying them of the pending request

If the absence approver approves/rejects the request within the first 1st 24 business hours then the employee will receive an e-mail stating what action was taken.



If no action was taken then a second e-mail will be sent to both the employee and the absence approver. Again once these e-mails are sent out the approver has another 24 business hours to approve or reject the request.

Employee receives e-mail notifying them of the escalation



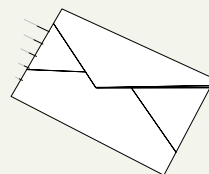
Absence Approver receives e-mail notifying them of the pending request

If the absence approver approves/rejects the request within the 2nd 24 business hours then the employee will receive an e-mail stating what action was taken.



If no action was taken then a third e-mail will be sent to both the employee and the absence approver. Again once these e-mails are sent out the approver has another 24 business hours to approve or reject the request.

Employee receives e-mail notifying them of the escalation



Absence Approver receives final e-mail notification of the pending request

If the absence approver approves/rejects the request within the 3rd 24 business hours then the employee will receive an e-mail stating what action was taken.



If no action was taken then an expiration e-mail will be sent employee and the request will be removed from the approvers absence queue. If this happens the employee will need to re-submit the request for approval.

Employee receives e-mail notifying that the request has expired

