

Instructions to access Leave Policies on PULSE

1 Accessing the Leave Policy from Pulse:



Click on the Pulse icon (our Intranet) located on the desktop.





Scroll down to the "links" box at the bottom and click on Policy Manager



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1C. Once you are at the log-in screen you will need to sign in with your credentials.

Once you are logged in, type in under the Policies & Procedures box, "Leave Policy."