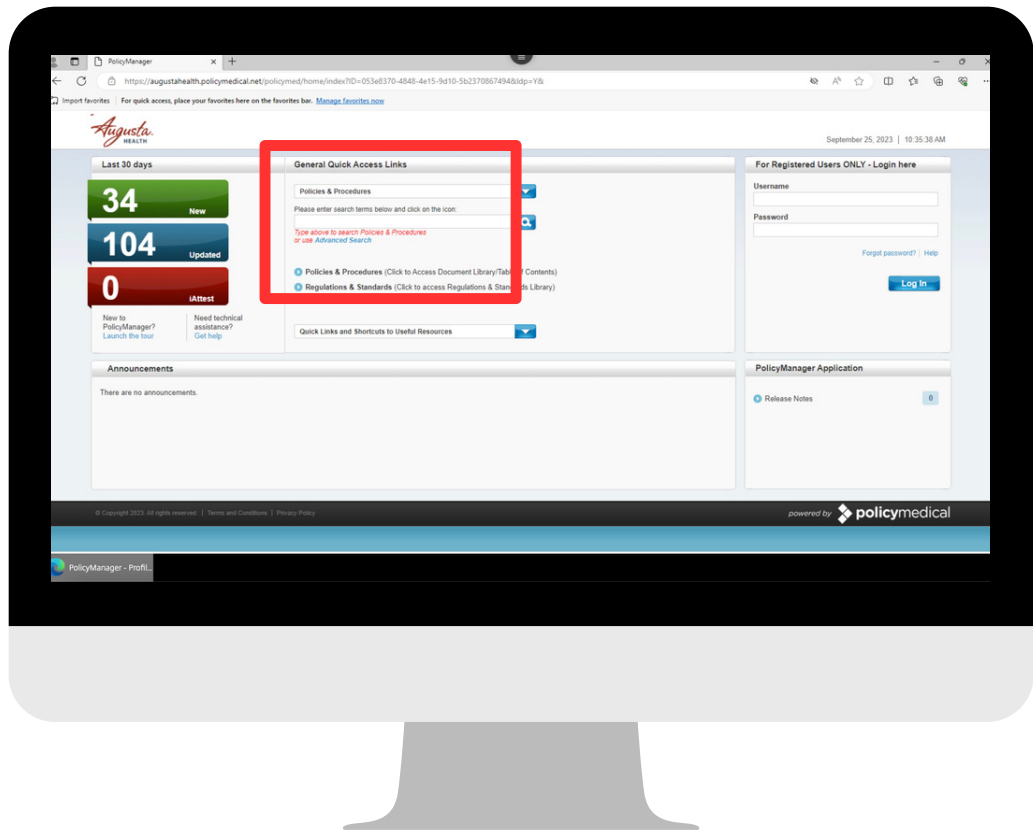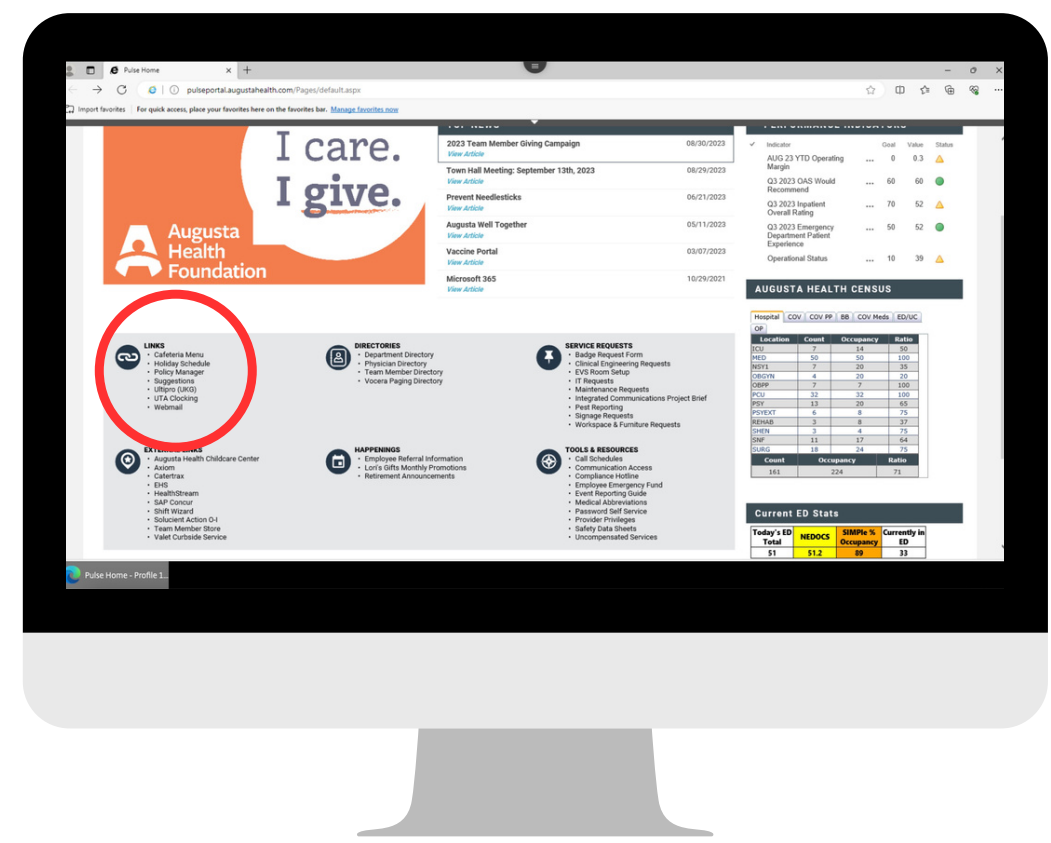## 1 Accessing the Leave Policy from Pulse:

1a. Click on the **Pulse icon** (our Intranet) located on the desktop.

1b. Scroll down to the "links" box at the bottom and click on **Policy Manager**

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."**