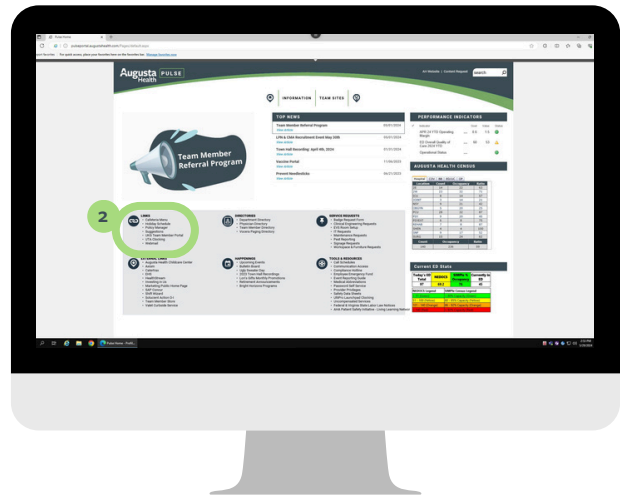# Accessing the Leave Policy from Pulse

(You must be logging in to an Augusta Health computer or logged in to our citrix gateway to access policy manager)
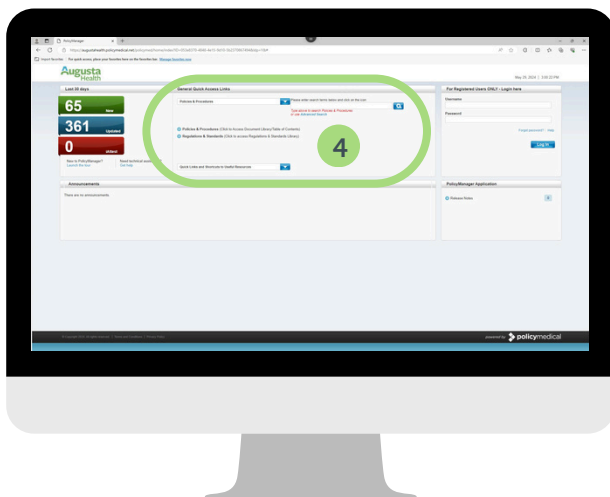
1 **Click on the Pulse icon** (our Intranet) located on the home page of the desktop

2 Scroll down to the "links" box at the bottom of the page and click on **Policy Manager**

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

4 Once you are logged in, type in the **Procedures & Policies** box, "Leave Policy"