

Gelisa Lewis

From: Connect
Sent: Tuesday, December 22, 2015 5:37 PM
To: Connect
Subject: CONNECTION Point: Last Day for Personal Leave Usage is Tues, 01/05/16



Hello Judiciary Employees,

We want to remind you that the final day for using your 2015 Personal Leave is Tuesday, 01/05/2016. No adjustments will be allowed to your Personal Leave after the submittal of paper time sheets on Monday, 01/04/2016.

Please contact your Payroll Processor if you have any questions or concerns.

Thanks,
The CONNECT Team