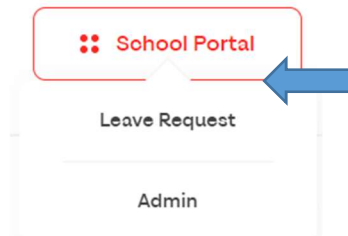


## INSTRUCTIONS FOR REQUESTING LEAVE

- Go to <https://redapplefinance.com/> in your web browser, mouse over **School Portal** in the top right corner and then click **Leave Request**.



- You will be redirected to a new window. Please enter all information marked with an asterisk \*.
- Your Pin is the **last 4 digits of your SSN**. This will tie your request to your employee profile, where it will be deducted from you allocated amount. Once your Pin is entered, you will see your current leave balance.

Pin \*

- Once you have entered all the required fields you can click **Save & Close**. The request will be sent to your supervisor to be processed and approved.

Save & close ▾

- You will receive an email confirming your leave request, and another email when your request has been approved.
- Please reach out to your supervisor if you have any questions.