

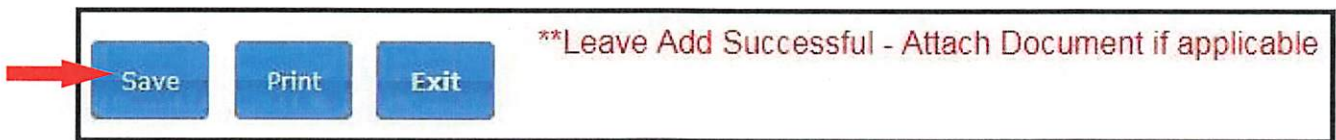
Lord Selkirk School Division  
Attach a Document to Your Online Leave Request in Employee Connect

**IMPORTANT NOTICE**  
You will need to allow pop ups for this site.  
This is a safe and secure web site.

Check to see if your leave request needs a supporting document. If so, follow these steps.

Enter and SAVE your leave request.

- Go to the **Leave Request** menu. Select from the **Add Leave Type** menu. Click on the **Add** button.
- When you have completed all mandatory fields, click on the **Save** button (located near the top left).
- If you do not click on the **SAVE** button when you have completed these steps, you will lose all of your data when you exit this screen.



You must attach information after Saving the Leave Request.

**Attach Document:**

- The request is Pending Recommendation. Go back into the leave request.
- Go to Attachment Description.
- Chose the correct Description from the drop down list.
- Click on Browse.
- Select your file.
- Click on Open.
- Click on Attach.



Your image is attached.

