

**From:** HR-ADMIN <HR-ADMIN@sceis.sc.gov>  
**To:** Morris, Stevesmorris@aging.sc.gov  
**Date:** 4/25/2017 8:43:35 AM  
**Subject:** Your worklist contains leave requests

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Your worklist contains one or more leave requests which needs to be processed -see information below for name of employee and dates being requested.

To process the leave request, click one of the following links:

Approve Leave Screen - <https://myscemployee.sc.gov/irj/portal/AppLeave>

MySCEmployee - <https://myscemployee.sc.gov>

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Employee: BONNY L ANDERSON (10016468)  
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Request: A2.Sick Leave, 04/24/2017 08:00:00 - 10:30:00  
Note: Dr. Appt.