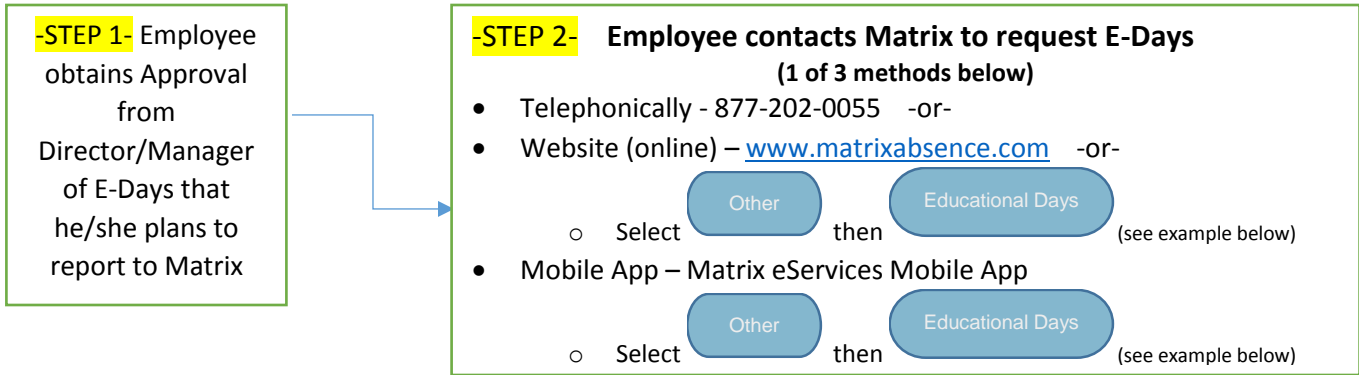


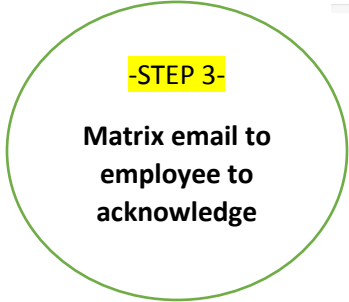
Matrix Absence Management Nurse E-Days- How To File

E-Day definition: to attend educational courses, classes or seminars provided such attendance will benefit JHS



Do any of the following describe your reason for leave?

Bereavement Leave
 Educational Leave
 Educational Days
 Jury Duty
 Personal Leave



STEP 4- Proof of Attendance Documents

