

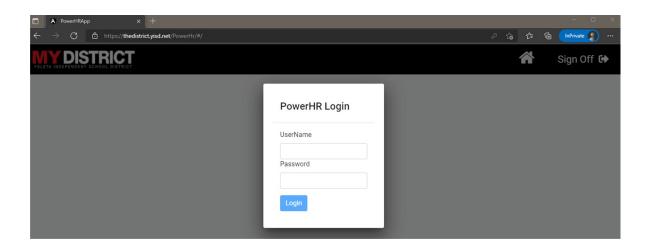
# Leave of Absence Supervisor Acknowledgement



## Log in

Open Chrome and navigate to: <a href="https://LOA.yisd.net">https://LOA.yisd.net</a>

The page that loads should look like the image on the right.





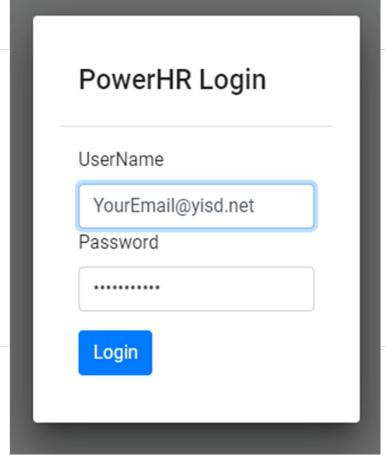


### Log in

Type in your YISD email address

Type in your YISD email password

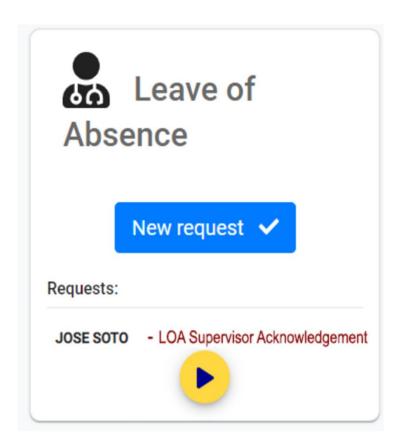
Click Login to access the next screen





#### **Review the Request**

Press the view button in order to the request.





#### **Review the Request**

Type in your signature and press the button to acknowledge the request.

You will receive a notification from the Risk Management Dept. upon the leave request being approved or denied.

You may log out of the application or continue to other requests in the queue.

#### Family & Medical Leave Act Supervisor

