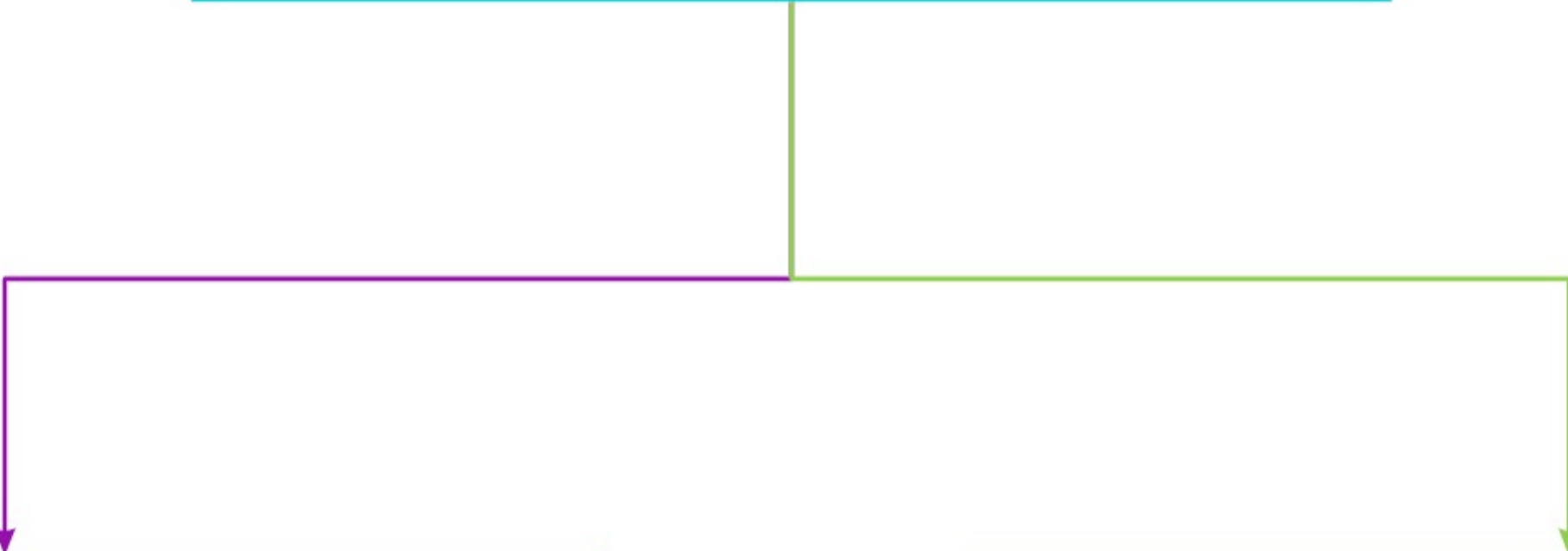


I need to make an adjustment to when I work.



Is this for a single occurrence?  
(Dr. Appt, School Event, Vacation, etc.)



Time Off & Requests

Is this for a permanent need?  
(Practice every T and Th, Youth Group on W, Class not over until 4 this semester, etc.)



My Availability