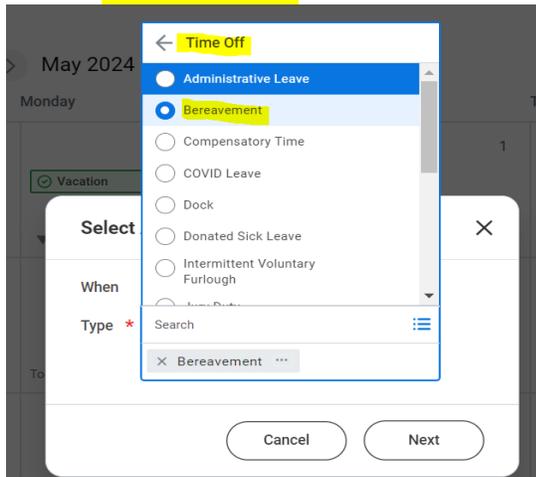1. ==EE goes to their Absence calendar a request day(s) for Bereavement under Time OFF and hit "Next".==

1. ==Once bereavement day is requested you should upload documentation in WP Connect under "Bereavement Documentation"==
2. ==When the EE completes the upload. Absence will receive a notification and will verify the documentation and day(s) requested.==
3. ==If the document is suffice and days are correct the Absence partner will approve day(s) and it will go green on the EE Absence calendar.==