
Your Time Off Request has been approved.

From michalicka_g@hcsb.k12.fl.us <michalicka_g@hcsb.k12.fl.us>
Date Mon 7/28/2025 3:29 PM
To Beth Lastra <lastra_b@hcsb.k12.fl.us>

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Time Off Request Details

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Name: LAURA ELIZABETH LASTRA
Employee Type: 62 - PTS Ex 249 P1E
Start Date: 09/15/25
Start Time: 8:00 AM
Days/Hours: 8 hr 0 min
Description: RTM Congress
Group: NOT ON STUB
Time Off Code: TEMPORARY DUTY
Reason: TEMP DUTY

Time Off Request Approval History

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Date	Time	Event
07/14/25		Time Off Request Created.
07/15/25	8:02 AM	Approved by SELIENA R BURNS Notes:
07/28/25	10:31 AM	Approved by GLORIA JEAN JEDINAK Notes:
07/28/25	3:28 PM	Approved by GINA D MICHALICKA Notes:

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Employee Access URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seplog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=153133&enc=clhpcctBsagicHfa&type=timeoff>

District: Hernando County School District
District Web Site: <https://www.hernandoschools.org/>
State: FL
District Code: 27

ERP/Finance Production

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