I have reviewed the proposed draft forms and found them to be very thorough. The information that we, as HR professionals, need is now spelled out in the form. My biggest concern is the repetitive information on each form and the length. Has any thought been given to have one form, with various sections encompassing each separate form?

- This would cut down on the repetitive information on each form [ie. Date requested leave, reason]. The front page could have this information once and the other sections would be included in the multipage form.
- Ensure that we are completing all forms in the sequence. 380-381-382

Thank you for allowing input. Sincerely,

Debra Gieseke Human Resources Director 651.552.4108 City of West St. Paul 1616 Humboldt Avenue West St. Paul, MN 55118