

Leave Report Correction Form

For Period of (Month, Year):

Name: _____

M#

Date:

	No Time Taken	Sick	Vacation	Jun Duty	Military Leave	Excused w/ Pay	Bereavement
Reported							
Corrected							

Date:

	No Time Taken	Sick	Vacation	Jun Duty	Military Leave	Excused w/ Pay	Bereavement
Reported							
Corrected							

Date:

	No Time Taken	Sick	Vacation	Jun Duty	Military Leave	Excused w/ Pay	Bereavement
Reported							
Corrected							

Date:

	No Time Taken	Sick	Vacation	Jun Duty	Military Leave	Excused w/ Pay	Bereavement
Reported							
Corrected							

Date:

	No Time Taken	Sick	Vacation	Jun Duty	Military Leave	Excused w/ Pay	Bereavement
Reported							
Corrected							

Comments

Payroll Use Only

Employee Signature

Date

Approver Signature

Date

Entered

Employee Name (printed)

Approver's Name (printed)

Verified

Excused
w/ Pay

Bereaver
ment

Excused
w/ Pay

Bereaver
ment

Excused
w/o Pay

Bereaver
ment

Excused
w/ Pay

Bereaver
ment

Excused
w/ Pay

Bereaver
ment

Excused
w/ Pay

Bereaver
ment