

Late Leave Report for Unreported Absences

FOR PAYROLL USE ONLY

Employee's Name _____

PEALEAV

M Number _____

Entry _____ Date _____

Phone Number _____

Verified _____ Date _____

Department _____

myGate Entry

No Time Taken

(Please enter a 1 if there is no leave to report)

By _____ Date _____

Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Total
Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	
Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	
Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	
Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	
Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	
Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	
Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Total
Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	
Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	
Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	
Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	
Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	
Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	
Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Total
Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	
Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	
Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	
Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	
Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	
Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	
Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Date: ____ HRS	Total
Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	Sick Pay	
Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	Vacation Pay	
Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	Jury Duty	
Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	Military Leave	
Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	Exc w/ Pay	
Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	Bereavement	

Reason for Late Leave Report

PLEASE INDICATE:

Employee did not submit leave report at all

Employee's Signature

Date

Employee did not submit leave report on time

Leave report was sent back to employee for correction but employee did not resubmit

Approver's Printed Name

Leave report was not approved on time

Approver's Signature

Date

Other Reason (specific as possible)

Approver's Supervisor Printed Name

Approver's Supervisor Signature

Date