Leave Report Correction Form

For Period of (Month, Year):

Name: _____ M#

Date:

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

Date:

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

Date:

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

Date:

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

Date:

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

Comments

Payroll Use Only

Employee Signature Date Approver's Signature Date

Entered

Verified

Employee Name (printed) Approver's Name (printed)

Excused w/ Pay	Bereavement

Excused w/ Pay	Bereavement

Excused w/o Pay	Bereavement

Excused w/ Pay	Bereavement

Excused w/ Pay	Bereavement

Excused w/ Pay	Bereavement