



## Leave Balance Adjustment Form

### Human Resources Office, Whitehall Township

This form is to be completed when leave was incorrectly reported for an employee on a time card for dates in which the payroll has already been processed. Submission of the form to Human Resources will result in the employee's leave balance being corrected. The form should be submitted to Human Resources as promptly as possible to ensure leave balances are maintained accurately for each employee.

<b>Date Created:</b>			
<b>Employee Information</b>			
<b>Employee Name:</b>			
<b>Employee ID:</b>			
<b>Job Title:</b>			
<b>Department:</b>			
<b>Leave Adjustment Information</b>			
Type	Adjust (+ or -)	Hours	Reason for Adjustment <i>Please explain in what pay period the error(s) occurred, how it should be corrected, and attach supporting documentation.</i>
<b>Vacation</b>			
<b>Accum/ Comp</b>			
<b>Birthday</b>			
<b>Personal</b>			
<b>Sick</b>			

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Correction: \_\_\_\_/\_\_\_\_/\_\_\_\_

Updated Balance Hours: \_\_\_\_ Vac \_\_\_\_ Pers \_\_\_\_ Accum/Comp \_\_\_\_ Sick

cc. Employee, Personnel File - Payroll

\_\_\_\_ Birthday