



## Leave Balance Adjustment Form

**Human Resources, 301 Howell-McDowell Administration Building**

This form is to be completed when leave was not reported for an employee on an electronic 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 to the electronic record. The form should be submitted to Human Resources as promptly as possible to ensure leave balances are maintained accurately for each employee.

Originator:	Date Created:	
<b>Employee Information</b>		
Employee Name:		
MSU Employee ID #:		
Employee's Title:		
Employee's Department:		
Total Hours of Leave Taken:		Total Hours of Leave to be Credited:
Did this paid leave also qualify as FMLA? <input type="radio"/> Yes <input type="radio"/> No		
<b>Leave Adjustment Information</b>		
Please indicate the type of leave and date of leave and hours that has not been deducted from this employee's leave balance.		
<b>EXAMPLE BELOW</b>		
<input type="checkbox"/> Vacation	Specific Date(s) and Hours: 1/15/07 (3 Hours); 1/16/07 (5 Hours)	
<input type="checkbox"/> Vacation	Specific Date(s) and Hours:	
<input type="checkbox"/> Sick Leave	Specific Date(s) and Hours:	
<b>Reason Leave was not Reported via Time Card (required)</b>		
Provide Reason:		
<b>Comments</b>		
Originator Comments:		
Employee Comments:		
Supervisor Comments:		
<b>Approvals (Please sign and date)</b>		
Employee	Signature:	Date:
Supervisor	Signature:	Date:

Distribution:     Supervisor shall send original to Human Resources  
                           Supervisor shall maintain a copy for his/her file  
                           Supervisor shall provide a copy to the employee