

UNC PEMBROKE - Permanent Employee's Leave Adjustment Form

Employee's Name _____ **Banner ID** _____

Reported Leave:

Leave Adjustment:

Regular	_____ hours on date(s) _____	Regular	_____ hours on date(s) _____
Vacation	_____ hours on date(s) _____	Vacation	_____ hours on date(s) _____
Sick	_____ hours on date(s) _____	Sick	_____ hours on date(s) _____
Community Service	_____ hours on date(s) _____	Community Service	_____ hours on date(s) _____
Compensatory	_____ hours on date(s) _____	Compensatory	_____ hours on date(s) _____
Bonus	_____ hours on date(s) _____	Bonus	_____ hours on date(s) _____
Special Leave	_____ hours on date(s) _____	Special Leave	_____ hours on date(s) _____
Personal Observance	_____ hours on date(s) _____	Personal Observance	_____ hours on date(s) _____
Civil	_____ hours on date(s) _____	Civil	_____ hours on date(s) _____
Adverse Weather	_____ hours on date(s) _____	Adverse Weather	_____ hours on date(s) _____
Emergency Event	_____ hours on date(s) _____	Emergency Event	_____ hours on date(s) _____
Emergency Event worked	_____ hours on date(s) _____	Emergency Event Worked	_____ hours on date(s) _____
Shift Premium	_____ hours on date(s) _____	Shift Premium	_____ hours on date(s) _____
On Call	_____ hours on date(s) _____	On Call	_____ hours on date(s) _____
Holiday	_____ hours on date(s) _____	Holiday	_____ hours on date(s) _____
Holiday Worked	_____ hours on date(s) _____	Holiday Worked	_____ hours on date(s) _____
FMLA	_____ hours on date(s) _____	FMLA	_____ hours on date(s) _____
Paid Paternal	_____ hours on date(s) _____	Paid Paternal	_____ hours on date(s) _____
Shared Leave	_____ hours on date(s) _____	Shared Leave	_____ hours on date(s) _____
LWOP	_____ hours on date(s) _____	LWOP	_____ hours on date(s) _____
Military	_____ hours on date(s) _____	Military	_____ hours on date(s) _____

Employee's Signature _____ **Date** _____

Department name _____

Supervisor's Signature _____ **Date** _____

Printed Name _____

This form is to be turned into the Office of Human Resources (OHR) only if time sheet has already been approved by the immediate Supervisor/Financial Manager via Braveweb Employee Self Service Web Time Entry. OHR will make leave adjustments at the next month end closeout following receipt in OHR.