

LEAVE BANK ADJUSTMENT REQUEST

Employee Information			
Employee Name		Employee ID #	
Pay Group			

Department Information			
Home Department ID		Department ID	
Initiator Name		Initiator Phone	

Accrual Bank Adjustment		
<p align="center"><i>List the number of hours that should be added/subtracted for this individual's accrued time off. These adjustments are only in hours and will not result in any payment/deduction to the employee.</i></p>		
Type of Accrual	Increase Bank	Decrease Bank*
flexPTO	Add _____ hours	Subtract _____ hours
Sick (SAJ)**	Add _____ hours	Subtract _____ hours
Vacation (VAJ)**	Add _____ hours	Subtract _____ hours
Personal (PAJ)**	Add _____ hours	Subtract _____ hours
<p><i>* For Exempt staff, the employee should submit accrual bank <u>decreases</u> using the Prior Time Off section of their next ETO report.</i></p> <p><i>**Non PTO users only</i></p>		

Business Justification for Adjustment			
<p><i>Explain the reason for accrual adjustment. Forms without a business justification will be returned to the initiator.</i></p>			
Approval Signatures			
Role	Print Name	Signature	Date
Home Department Manager			