



LEAVE ADJUSTMENT FORM

Record leave time below if it wasn't recorded correctly, the leave started on a different day, or leave time was omitted from your time card. This form can also be used for employees who are making up sick or vacation time from intermittent FMLA leave taken within the same week. Record hours used for approved leave purposes only. A Leave Adjustment Form must be submitted to the Human Resources Department at least **three days prior** to the end of each applicable pay period.

Employee Name:	Employee ID#:
Department:	Phone/Email:
Pay Period Begin:	Pay Period End:

Please indicate the date(s), the number(s) of leave hours that were applied incorrectly or omitted, the Leave Code, and the reason for the adjustment. Round up to the **nearest 15 minutes** for the number of hours. For example, 1 hour and 10 minutes should be rounded up to 1 hour and 15 minutes (1.25 hours).

Important! – If you are using the form to report make-up time; FMLA leave hours cannot be made up, only sick or vacation accruals can. Please report the full amount of FMLA time taken each day. Sick or vacation hours will be entered on your timecard for the FMLA time taken minus the extra hours worked to make up the time.

Date of Leave	Leave Code ¹	Leave Hours to be Corrected/Applied	Reason for Adjustment
		+/-	
		+/-	
		+/-	
		+/-	
		+/-	
		+/-	

1 – If you have multiple intermittent FMLA leaves running at the same time, indicate the appropriate leave code. Your leave codes are provided in the subject line of your FMLA approval letters.

I hereby certify that all hours set forth on this form were taken for an approved leave reason. I understand that knowingly providing a statement that contains any false, incomplete or misleading information may result in corrective employment action, up to and including termination of employment.

Employee Signature	Date	Supervisor Signature	Date

Return Completed Adjustment Form by email or fax:
Email: absencemanagement@utah.edu
Fax: 801-646-7510