



# LEAVE ADJUSTMENT REQUEST

Please indicate appropriate changes below.  
*Submit completed form to Human Resources*

Employee (type or print) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Employee ID \_\_\_\_\_

Original Leave Request			Change Required			
			<i>Cancel Request</i>	<i>Edit Request</i>		
Specify: Personal Leave or Vacation	Date(s)	Hour(s)		Specify: Personal Leave or Vacation	Date(s)	Hour(s)

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_