

***Gordon College***  
***Exception Time Adjustment for Monthly Employees***

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**Leave taken but not reported on Timecard**

Type of Leave (Annual or Sick)	Date Leave Taken	Hours Taken

**Leave reported on Timecard but not taken**

Type of Leave (Annual or Sick)	Date Leave Reported To Be Taken	Hours Not Taken

**\* I acknowledge that I am reporting hours that require adjustments to my leave accrual balances. I understand this form will be submitted to HR/Payroll by the approving manager in order for an adjustment to be made to my vacation or sick balances.\***

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_