

***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: \_\_\_\_\_