

**REQUEST FOR ADJUSTMENT OF DAYS KEYED LWOP
FROM ESS SUB REPORT (Absence Type 1191)**

INSTRUCTIONS: Complete **request form** and **leave form** to be adjusted and submit both **ORIGINALS** to HR Employee Support/Extended Leave office for review. Request form must be signed by Principal. Leave form must be signed by both employee and Principal. Incomplete forms will be returned.

Limit: The employee is permitted to submit a one-time reversal request.

Employee Name: _____ PN: _____

School Location: _____ RC # : _____

DATES FOR ADJUSTMENT:

	Leave Form Attached	
	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Reason/Explanation:

- ☐ Employee was absent from work, but failed to enter leave through ESS (Employee Self Service portal) according to SB policy 6.52. **Submit ORIGINAL Request form and Leave form to HR Employee Support/Extended Leave office for review.**
- ☐ Employee entered wrong date in ESS (Employee Self Service portal). **HR approval not needed, submit ORIGINAL Request form and Leave form to payroll supervisor.**

Approved by Principal: _____

To be completed by HR:

_____ HR approves the adjustment requested for changing LWOP keyed as a result of the ESS Sub report review, pending available leave. Any adjustments/corrections will be reflected in the employee's next regular pay date after the request has been processed. Manual checks will not be issued.

_____ HR denies the adjustment request for the following reason:

SIGNED: _____

HR Employee Support