

Employee Request for Paid Time (For Use by All Employees)

It is the employee's responsibility to appropriately report paid time. If an employee fails to report his/her paid time correctly, time worked and/or paid leave will not be manually entered after the fact by site or district representatives unless a request is approved by their supervisor. This applies to time reported in Workforce and leave time reported on the absence management system. In the event an employee does not follow proper reporting procedures, he/she may complete this form and submit it to the appropriate supervisor for consideration.

Name of Employee _____ Employee ID# _____ Site _____

☐ **Administrator**

☐ **Certified Staff**

☐ **Support Exempt/Support Hourly**

PAR # _____

☐ **Failure to appropriately call in absence** Leave Type (personal illness, family illness, vacation, etc.)

You are not eligible for paid leave if you failed to appropriately report your absence on the employee absence system. The supervisor may recommend an exception if there is extenuating circumstances. Use the timesheet below to note unreported leave.

Comments _____

☐ **Missed punch(es)** If you missed punches, or failed to report time in and time out appropriately, use the timesheet below to accurately report time worked. Submit this form to your supervisor for approval and your hours worked will be paid in the following pay period.

Comments _____

Employee ID# _____ Month _____

Pay Period _____

Ending Date _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
IN																															
OUT																															
IN																															
OUT																															
Total																															

Employee Signature _____ Date _____ Workforce Adjusted (if applicable) _____ Date _____

Recommend Approval ☐ Do Not Recommend Approval ☐

Director of Human Resources _____ Date _____

Supervisor Signature _____ Date _____

Revised 11/28/2023