



**Late Leave Report for Unreported Absences**

Employee's Name \_\_\_\_\_  
 M Number \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Department \_\_\_\_\_

**No Time Taken** \_\_\_\_\_ (Please enter a 1 if there is no leave to report)

**FOR PAYROLL USE ONLY**

**PEALEAV**

Entry \_\_\_\_\_ Date \_\_\_\_\_

Verified \_\_\_\_\_ Date \_\_\_\_\_

**myGate Entry**

By \_\_\_\_\_ Date \_\_\_\_\_

Date: _____	HRS	Date: _____	HRS	Date: _____	HRS	Date: _____	HRS	Date: _____	HRS	Date: _____	HRS	Date: _____	HRS	Total
Sick Pay _____		Sick Pay _____		Sick Pay _____		Sick Pay _____		Sick Pay _____		Sick Pay _____		Sick Pay _____		
Vacation Pay _____		Vacation Pay _____		Vacation Pay _____		Vacation Pay _____		Vacation Pay _____		Vacation Pay _____		Vacation Pay _____		
Jury Duty _____		Jury Duty _____		Jury Duty _____		Jury Duty _____		Jury Duty _____		Jury Duty _____		Jury Duty _____		
Military Leave _____		Military Leave _____		Military Leave _____		Military Leave _____		Military Leave _____		Military Leave _____		Military Leave _____		
Exc w/ Pay _____		Exc w/ Pay _____		Exc w/ Pay _____		Exc w/ Pay _____		Exc w/ Pay _____		Exc w/ Pay _____		Exc w/ Pay _____		
Bereavement _____		Bereavement _____		Bereavement _____		Bereavement _____		Bereavement _____		Bereavement _____		Bereavement _____		

**Reason for Late Leave Report**

PLEASE INDICATE:

- Employee did not submit leave report at all
- Employee did not submit leave report on time
- Leave report was sent back to employee for correction but employee did not resubmit
- Leave report was not approved on time
- Other Reason (specific as possible) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature Date

\_\_\_\_\_  
 Approver's Printed Name

\_\_\_\_\_  
 Approver's Signature Date

\_\_\_\_\_  
 Approver's Supervisor Printed Name

\_\_\_\_\_  
 Approver's Supervisor Signature Date