For the Period of (Month, Year)		Current Date (mm/dd/yy)	

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Late Leave Report for Unreported Absences

myGATE =			Ecuve Report for emic	,	EOD DAVIDOLE 19	CE ONLY	
Employaa's Noma			FOR PAYROLL USE ONLY				
Employee's Name			PEALEAV				
	M Number			Entry Date		ate	
	Phone Number			Verified	D	ate	
	Department			myGate Entry			
No Time Taken (Please enter a 1 if there is no leave to report)			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 Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay 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	
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 Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay Jury Duty	Vacation Pay 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	
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 Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty 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	_
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 Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty Military Leave	Jury Duty 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 repor	t at all					
Employee	did not submit leave repor	t on time		1	Employee's Signature		Date
z.mp.oyee	and not submit leave repor						
Leave rep	ort was sent back to emplo	yee for correction but em	ployee did not resubmit	-	Approver's Printed Name		
Leave rep	ort was not approved on ti	me					
	(-	Approver's Signature		Date
Utner Rea	ason (specific as possible)						
					Approver's Supervisor Printed Na	me	
Please	e send original with signature	es to Payroll Office. Please	keep a copy for your records.				
			ray KY 42071 Phone 270-809-	4129	Approver's Supervisor Signature		Date