



LEAVE AUDIT REQUEST

Please note: The HRSC only completes leave audits for Staff and Research Faculty.

A Leave Audit needs to be completed to ensure correct leave balances in MyLeave.

FOR HR LIAISON - Information for Leave Audit

Date Requesting: _____

Employee Name: (Last Name, First Name, Middle Initial) _____

EID: _____ Dept #: _____ Rec #: _____

Type of Leave Audit:

Termination Reason: _____ Last Day Worked: _____

Transfer Last Day of Appointment: _____

Leave Dispute

If you chose **leave dispute**, please provide details as to why the leave is being disputed:

In order for a leave audit to be accurate:

- The employee's MyLeave calendar must have correct and up to date reported time.
- The supervisor must look over the employee's MyLeave calendar and agree with all of the time that the employee has recorded to date.
- The employee and supervisor must notify us if there are any changes after this document has been signed. Send an email to HRSC@colorado.edu with the changes.

I, _____ (employee name), will not edit my MyLeave calendar from _____ (today's date) and earlier after this request has been signed.

Employee Signature: _____ Date: _____

I, _____ (supervisor name), approve all of _____ (employee name) reported time in MyLeave.

Employee's Supervisor Signature: _____ Date: _____