



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: _____ Last Day Active in Current Role: _____

*** Mark "Termination" for employees leaving CU Boulder, and the CU system entirely.*

*** Mark "Transfer" if an employee is changing jobs or units within CU Boulder or the CU system. This ensures accrual balances remain accurate and are not accidentally paid out, and no interruptions in benefits coverage occur.*

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: _____