



Fiscal Services – Payroll Department

Phone: 703-993-2600; Email: payroll@gmu.edu
Webpage: <https://fiscal.gmu.edu/payroll/>

Amended Leave Report: Instructional, Research & Administrative/Professional Faculty

NAME
G#
POSITION TITLE

DEPARTMENT
ORGANZIATION (ORG)#
POSITION #
SUFFIX

Documentation of leave use for the fiscal year must be on file with Payroll to support nay unused leave days carried forward or paid out upon separation

Timesheet Period

Leave Categories	Number of Hours Used	Date
Annual Leave		
Traditional Sick Leave		
VSDP Family & Personal Leave		
VSDP Sick Leave		
VSDP Short Term Disability Leave		
Other		

Note: you are eligible for either traditional sick leave or for VSDP Family and Personal Leave, not both. If you are unsure of your status, please contact HR & Payroll

Please note: Payout of unused annual leave upon termination will be in accordance with contract provisions. Payment of sick leave upon termination is not authorized. Twenty-four days of annual leave are accrued per fiscal year. Twenty-one days may be carried forward form one fiscal year to the next. Thirty-six days is the maximum accumulation. Annual leave is pro-rated for periods of employment of less than one year at the rate of two days per month worked. Part-time employees have proportionate accrual maximums. Upon separation, leave payout is based on leave earned, not leave granted.

I certify that the time sheet I am submitting correctly and accurately reflects leave taken during this time period.

Employee Signature	Printed Name	Date	Ext.
Supervisor Signature	Printed Name	Date	Ext.

Please note that timesheets will not be processed without an approver's signature

Revised February 2023