

# Individual Sick/Vac Adjustment Form **Sample**

## Sampe #1

1009999

Employee ID #

Smith,Sally

Last, First Name

---

Select One:

ADD

ADJSK

16

Total Hours

09/30/2024

Pay Period Ending

Select One:

SUBTRACT

ADJVC

16

Total Hours

09/30/2024

Pay Period Ending

Expanation: Sally took Sick time but did not have any available. She will use Vacation instead.

---

## Sampe #2

1009999

Employee ID #

Smith,Sally

Last, First Name

---

Select One:

ADD

ADJSK

16

Total Hours

09/30/2024

Pay Period Ending

Select One:

SUBTRACT

ADJVC

Total Hours

Pay Period Ending

Expanation: Sally took Sick time but she is in her 90 day orientation period. Please process as unpaid leave instead.

---

**Sampe #3**

1009999

Employee ID #

Smith, Sally

Last, First Name

---

Select One:

ADD

ADJSK

Total Hours

Pay Period Ending

Select One:

SUBTRACT

ADJVC

40

9/30/24

Total Hours

Pay Period Ending

Expanation: Sally forgot to enter her vacation time September 23-27, 2024

---

**Sampe #4**

1009999

Employee ID #

Smith, Sally

Last, First Name

---

Select One:

ADD

ADJSK

Total Hours

Pay Period Ending

Select One:

ADD

ADJVC

40

9/30/24

Total Hours

Pay Period Ending

Expanation: Sally ended up not going on vacation September 23-27, 2024

---