

Request to adjust Personal Day Bank

Name: _____
Please Print

Building: _____

I was approved to take personal time on _____
Please list specific dates

However, my plans changed and I was at work. Please update my attendance.

Employee Signature: _____ Date _____

I confirm that the employee named above was present on _____
Date(s)

Signature of Keyboard Specialist Date _____

Verified by Principal or Director Date _____

I confirm the necessary change was made in Finance Manager and appropriate notes added.

Signature of Confidential Keyboard Specialist- Attendance Date _____