EMAIL TEMPLATE MATERNITY, PARENTAL AND ADOPTION LEAVE

Please use this template when submitting a PPC ticket for maternity, parental​, or adoption leave changes. (Effective Date MM/DD/YYYY)

1. Member's Name:​

2. Member's EMPLID:

3. Member's Unit:

4. Responsible SPO:

5. Name and EMPLID of the SPO Auditor:

6. Action Requested: Process (CHOOSE CAREGIVER LEAVE) FOR ADJUSTMENT XX. X Days

7. Birth of Dependent submitted DOB MM/DD/YYYY, (Dependent Data must be entered in Direct Access prior to sending this request!).

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8. Action Requested: Process Leave balance adjustment to add -OR- deduct [CHOOSE ONE] ##. # Days.

9. Original Date Range of (CHOOSE CAREGIVER LEAVE) date range: MM/DD/YYYY to MM/DD/YYYY.

Approved on MM/DD/YYYY, by SPO Auditor.

10. New Date Range of (CHOOSE CAREGIVER LEAVE) date range: MM/DD/YYYY to MM/DD/YYYY.

Approved on MM/DD/YYYY, by SPO Auditor.

11. Original Date Range of LEAVE before correction: MM/DD/YYYY to MM/DD/YYYY.

Approved on MM/DD/YYYY, by SPO Auditor.

12. New Date Range of LEAVE after correction: MM/DD/YYYY to MM/DD/YYYY

Approved on MM/DD/YYYY, by SPO Auditor.

13. Verify Leave Accumulator in Global Pay:  LEAVE ENT\_BAL adjustment before changes XX on Calendar Group IDCXXXXX

14. Verify Leave Accumulator in Global Pay:  LEAVE ENT\_BAL adjustment after changes XX on Calendar Group IDCXXXXX (updates overnight)

​15. Details / concise narrative: (Example: On MM/DD/YYYY, SPO approved...changes for PATERNITY LEAVE, effective MM/DD/YYYY, etc. Please see attached leave audit.  Please adjustment leave balance XX days.​

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1. Member's Name:

2. Member's EMPLID:

3. Member's Unit:

4. Responsible SPO:

5. Name and EMPLID of the SPO Auditor:

6. Action Requested: Process CHOOSE CAREGIVER LEAVE FOR ADJUSTMENT XX.X Days

7. Birth of Dependent submitted DOB MM/DD/YYYY, Dependent Data must be entered in Direct Access prior to sending this request

8. Action Requested: Process Leave balance adjustment to add or deduct CHOOSE ONE XX.X Days

9. Original Date Range of CHOOSE CAREGIVER LEAVE date range: MM/DD/YYYY to MM/DD/YYYY. Approved on MM/DD/YYYY, by SPO Auditor

10. New Date Range of CHOOSE CAREGIVER LEAVE date range: MM/DD/YYYY to MM/DD/YYYY. Approved on MM/DD/YYYY, by SPO Auditor

11. Original Date Range of LEAVE before correction: MM/DD/YYYY to MM/DD/YYYY. Approved on MM/DD/YYYY, by SPO Auditor

12. New Date Range of LEAVE after correction: MM/DD/YYYY to MM/DD/YYYY Approved on MM/DD/YYYY, by SPO Auditor

13. Verify Leave Accumulator in Global Pay: LEAVE ENT\_BAL adjustment before changes XX on Calendar Group IDCXXXXX

14. Verify Leave Accumulator in Global Pay: LEAVE ENT\_BAL adjustment after changes XX on Calendar Group IDCXXXXX - updates overnight

15. Details narrative: (Example: On MM/DD/YYYY, SPO approved...changes for PATERNITY LEAVE, effective MM/DD/YYYY, etc. Please see attached leave audit. Please adjust leave balance XX days.