3-02/030.60 - Variance Affecting Prior Payroll Document

An employee may change an absence variance up to 60 calendar days from the date of the original absence by submitting an adjusted time sheet and variance slip.

An employee shall submit a memorandum to their unit commander, via chain of command, requesting authorization to change an absence variance after 61 or more calendar days form the date of original absence with justification for the change. All approved request memoranda shall be forwarded to Personnel Administration Bureau's Pay, Leaves, and Records unit for correction in eHR.