

# Leave Without Pay

form updated  
06/10/2024

School Name

Veris Training

Today's Date

6/17/2024

## Directions

- 1 - Use to deduct an employee's pay for leave without pay (LWOP).
- 2 - Fill in shaded cells only.
- 3 - Once all shaded cells are filled, the pay deduction will display in the red outlined box.
- 4 - Print the form for your records and/or submit the form to send a copy to Veris payroll.

## Employee Information

Employee's First Name

Penelope Katya

Employee's Last Name

Von Lederhosen

## Calculator and Results

# of days in signed agreement

190.00

(ex. 190 for teachers, 240 for admin, etc.)

Salary per signed agreement

36,000.00

# of days to be deducted

2.50

\$189.47

Daily Rate

\$-473.68

Pay Deduction

A copy of the submitted form will be sent to the below email address.

## Comments