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# HRDG 4630 - Absence and Leave - Section L

Last Modified:

## Subchapter 4630 - Absence and Leave Section L - Leave Audits

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### Purpose

The purpose of a leave audit is to determine correct leave balances.

A leave audit should be conducted when:

- There is a difference between any leave category balance on the time and attendance (T&A) report and the leave and earnings statement, or
- A leave error report has been generated by the National Finance Center (NFC).

### When to Conduct a Leave Audit

It is only necessary to conduct an audit of the particular leave category (e.g., annual leave), in which there is a discrepancy.

**Note:** To ensure accurate payment, it is also advisable to conduct a leave audit in support of a lump sum payment.

The timekeeper should prepare Form AD-717, Audit for Leave, and then take the following action(s):

#### **Documentation for Leave Audit**

- If the T&A report is in error, and the NFC data base is correct, the T&A master record should be updated to reflect the correct balance. The timekeeper may retain the AD-717 for reference purposes.
- If the NFC data base is in error, the completed audit should be sent to the servicing personnel office to update the NFC data base.

**Note:** It is not appropriate for any person to certify the correctness of his/her own leave audit.

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