

Monthly Intermittent Leave Tracking Form

Human Resources

Monthly paid employees on approved intermittent leave of absence should continue to report sick/vacation time on the electronic time card for each monthly pay period. In addition to the normal time reporting process, employees on intermittent LOA should also submit this form to report the amount of intermittent LOA taken in that pay period. Time recorded on this form should be for missed work hours due to the medically certified LOA reason only. HR will allocate this time as approved paid leave after both the employee and the manager have approved the time card.

Employee Name	
Department	
Month/Payroll Period	

- ... No adjustments for previous month; projection was accurate
- ... Adjustments needed for previous month as indicated below:

Date	20	21	22	23	24	25	26	27	28	29	30	31
FMLA Hours												

Please record the amount of FMLA leave taken each day in 15 minute increments (i.e. .25, .5, .75).

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FMLA Hours																

															Projected FMLA; to be confirmed next month	Monthly Total	
Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

I certify that the hours entered above were taken for my approved FMLA reason.

Employee Signature

Date

Confirmed:

Supervisor Signature

Date