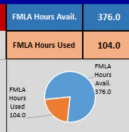


FMLA TRACKING SPREADSHEETS

FMLA ABSENCE TRACKING CALENDAR

Employee Name:	Joe Smith
FMLA Start Date:	2/27/2023
FMLA Est. End Date:	4/6/2024
Average hours scheduled per week prior to the start of FMLA:	40.0



Instructions: Enter employee's name, leave start and end dates above. Also change the average hours above to what the employee is regularly scheduled to work on a weekly basis if not 40 hours per week. Below, indicate the year in which FMLA is used next to the month of first FMLA absence and enter hours of FMLA used under the appropriate day of the month. Continue to complete the spreadsheet until the FMLA case is closed, the employee has used all of their available FMLA leave for the 12 month period, or the 12 month period has ended. The formulas included will total FMLA time used and FMLA time available based upon the information you enter.

NOTE #1: You can HIDE rows for the months not needed by right clicking on the row number(s) to highlight the row(s) and select "hide" from the right-click menu.

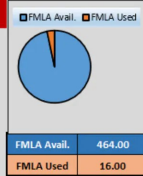
NOTE #2: For a rolling calendar year plans, any time missed that is more than one year old should be deleted from the spreadsheet to help determine time available. For policies using a fixed 12 month period, create a new tab or spreadsheet for each 12 month period.

NOTE #3: See the SECOND tab for any FMLA requests to care for a Covered Service Member with a serious injury or illness (i.e., caregiver leave).

		DAYS OF THE MONTH														
Month	Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
January																
February			8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	
March																
April																
May																
June																
July																
August																
September																
October																
November																
December																
January																
February																
March																
April																
May																
June																

FMLA Absence Tracking (Hours/PTO)

Employee name:	Jason Doe
# of hours employee is regularly scheduled to work per week prior to FMLA leave:	40.00
Department:	Accounting
Date FMLA leave began:	Wednesday, February 1, 2023
Date FMLA leave ended:	Monday, May 1, 2023



Instructions: Enter employee's name, department, leave start and end dates above. Also change the average hours above to what the employee is regularly scheduled to work on a weekly basis if it is not 40 hours per week. Below for each absence, write date of absence and indicate number of hours in appropriate leave category(ies) (columns B-F). Continue to complete the spreadsheet until the FMLA case is closed, the employee has used all his or her available FMLA leave for the 12-month period, or the 12-month period has ended. The formulas included will total FMLA time used and FMLA time available based upon the information you enter.

NOTE #1: To ADD more rows to the tracker: Right-click on one of the current row numbers to the left of the row to highlight the row and select "copy," then right-click again on the row number and select "insert copied cells." Deleting cells or columns may affect the imbedded formulas.

NOTE #2: For a rolling calendar year plans, any time missed that is more than one year old should be deleted from the spreadsheet to help determine appropriately if the employee has any FMLA time available. For policies using a fixed 12-month period, create a new tab or spreadsheet for each 12-month period.

NOTE #3: See the SECOND tab for any FMLA requests to care for a covered servicemember with a serious injury or illness (i.e., caregiver leave). Caregiver FMLA leave allows for up to 26 weeks of FMLA leave and is always tracked separately from any other FMLA leave taken during the same 12-month period.

Date of FMLA Absence	Workers Comp.	STD	Sick	Vacation	LWOP (Leave with out pay)	FMLA Total Hours Used	FMLA Time Available
Totals	0.00	16.00	0.00	0.00	0.00	16.00	464.00
		8.00				8.00	
		8.00				8.00	
						0.00	
						0.00	