

FMLA Intermittent Leave Tracking Form

Record of hours used for approved FMLA leave purposes. A FMLA Intermittent Leave Tracking Form must be submitted to the Human Resources, Benefits Office at the end of each pay period, regardless of whether FMLA time was taken

The completed form must be submitted to the Benefits Office within 5 days of the end of the pay period.

Employee Name: _____ Employee ID #: _____
 Position: _____ Location: _____
 FMLA approval: _____ Start Date: ____/____/____ End Date: ____/____/____
 Report for Payroll Period: Start Date: ____/____/____ End Date: ____/____/____

Please indicate the number of hours of FMLA leave taken each day.

Month: _____ Total FMLA hours this pay period: _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

I hereby certify that all hours set forth on this form were taken for an approved FMLA reason. I understand that knowingly providing a statement that contains any false, incomplete or misleading information may result in corrective employer action, up to and including termination of employment.

Employee Signature _____ Date _____

Return completed tracking for

Harford
 102 S
 Bel A
 FAX:

Make sure to sign and date your form ABOVE and FAX it to Benefits on the Monday following PAY DAY.

Section below to be completed by the Benefits Office

FMLA Benefit Year: From _____ to _____ Total FMLA hours used this pay period: _____
 Total FMLA hours used this benefit year: _____ Total hours remaining: _____
 Copy to Payroll: _____ Completed by: _____

Complete ALL shaded boxes from Name to TOTAL FMLA HOURS THIS PAY PERIOD

Note: FMLA Approval Date is the whole period of time you've been approved to use leave. Refer to approval email.

For the date boxes to the left, you should enter the amount of time you have used (i.e. 7.5, 3.5 or 2.5, etc.) for the date that corresponds to the date of leave. An "X" in the box is not acceptable.

The TOTAL FMLA HOURS field should equal the total number of hours used in the date boxes.

Please create a reminder on your calendar (PC or Phone) to send this form in promptly.