Family and Medical Leave Act (FMLA) of 1993
Tracking Form

Refer to page 2 for instructions.

Employee Name _____   EmplID _____   Employee FTE _____

Department _____   FMLA Year _____

Year	Month	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	Hours Used

☐ Eligible FMLA hours available (FTE x 480hrs):   Remaining Hours: Total Hours used:
☐ Service member leave hours available (FTE x 1040hrs):   Remaining Hours:

Instructions for Using the Automated FMLA Tracking Form
For Information about FMLA, refer to the documents on the
Human Resources website, http://hr.okstate.edu.

This FMLA Tracking Form will help you monitor the amount of FMLA leave available to your employee. The table will automatically calculate hours used and hours remaining based on information you enter. To assure accurate results, please follow the instructions below before using the form.

NOTE: To take full advantage of the FMLA tracking form you must open the Tracking Form using the <u>free Adobe Acrobat Reader 9.0 or above</u>. You can view and print this form with earlier versions of Adobe Reader, but you will not be able to save the form with your added data.

1. IDENTIFICATION - Fill out the top section of the form with the employee's full name, employee ID, and department. To keep track of more than one employee on FMLA, make a copy of the tracking form and rename it.

2. FMLA YEAR - Enter the beginning and ending dates for FMLA. The beginning date should be the first FMLA qualifying absence. The ending date will be twelve months later. Example: Jane's first FMLA qualifying absence was 5/1/2011. Jane's FMLA year begins 5/1/2011 and ends 4/30/2012.

3. EMPLOYEE FTE - Enter the employee's FTE (Full-Time Equivalent) in the space provided. This number is required to calculate the number of FMLA hours available.

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FTE required for calculation.

Refer to page 2 for instructions.

Employee Name __Jane Smith__   Empl ID __400497__   Employee FTE __.50__

Department __Zoology__   FMLA Year __5/1/2011 - 4/30/2012__

Month field can be edited.

Year	Month	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	Hours Used
2011	May	4	4	4	4																												16
	June					4	4																										16
	July										4	4	4	4																			16
	Aug													4	4	4	4	4															20
	Sept																							4	4	4	4	4					20
	Oct		4	4	4	4	4																										20
	Nov								4	4	4	4	4																				20
	Dec																				4	4											8
2012	Jan											4	4	4	4	4																	20
	Feb																			4													8
	March																																4
	April																																0

Record total hours of leave taken each day.

Keeps track of hours used and hours remaining.

◉ Eligible FMLA hours available (FTE x 480hrs): **240**   Remaining Hours: **72**   Total Hours used: **168**
◯ Service member leave hours available (FTE x 1040hrs): **520**   Remaining Hours: **352**

Reminders
1. EA's need to be submitted to reflect FMLA on blocks of time off or FMLA LWOP if all accrued leave has been exhausted.
2. Leave only accrues during paid leaves of absence. Leave will not accrue if an employee is on leave without pay.
3. If the employee transfers to another department prior to the end of the FMLA year, a copy of this form should be forwarded to the new department