

FMLA Absence Tracking Calendar

FMLA ABSENCE TRACKING CALENDAR

FMLA Hours Available	576.0
FMLA Hours Used	534.0
	

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 working 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 numbers to highlight the needed and select "hide", but DO NOT HIDE rows or columns. Hiding cells may impact the spreadsheet formulas.

NOTE #2: For a rolling calendar year plan, any time entered 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 DCMHR tab for any FMLA requests to care for a Covered Service Member with a serious injury or illness (S.I.I.) (ARNDSEN 1.04(f))

DAYS OF THE MONTH

Month	Year	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	Total Hrs/Mo	FMLA Hrs used	FMLA Hrs available
January																																	0.00	0.00	480.00
February			4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00		4.00	4.00	4.00	4.00																	164.00	164.00	316.00
March																																	0.00	164.00	316.00
April																																	0.00	164.00	316.00
May																																	0.00	164.00	316.00
June																																	0.00	164.00	316.00
July																																	0.00	164.00	316.00
August																																	0.00	164.00	316.00
September																																	0.00	164.00	316.00
October																																	0.00	164.00	316.00
November																																	0.00	164.00	316.00
December																																	0.00	164.00	316.00

Fmla Manual Tracking Template Excel

David Baud



Fmla Manual Tracking Template Excel:
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Fmla Manual Tracking Template Excel Book Review: Unveiling the Magic of Language

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