

Indiana University

FMLA Tracking Sheet

This form is to be used to track employee hours in each calendar year for FMLA leave. This applies to all Indiana University appointed and hourly employees (PA/PB, SS, SM/FS, NU/NA, etc.).

Employee name _____ University ID# _____ Department _____

If applicable, name of other department(s) where employed at IU _____ Year _____

Mon	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	Hrs. Taken		
Jan																																		
Feb																																		
Mar																																		
Apr																																		
May																																		
Jun																																		
Jul																																		
Aug																																		
Sep																																		
Oct																																		
Nov																																		
Dec																																		

Total hours taken (can not exceed 480 hours/12 weeks---prorated by FTE)

Should the employee transfer to another department prior to the end of the calendar year, a copy of this form should be attached with other personnel documents for transfer to that department.