

# 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.