

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.