

# FMLA Absence Tracking Calendar

## FMLA ABSENCE TRACKING CALENDAR

FMLA Hours Available	175.0
FMLA Hours Used	224.0

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 weekly 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 rows and select "hide", but DO NOT DELETE rows or columns. Deleting 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 appropriateness if the employee has any FMLA leave available. For policies using a fixed 12 month period, create a new tab or spreadsheet for each 12 month period.

**NOTE #3:** Not the MICHIGAN tab for any FMLA requests to care for a Covered Service Member with a serious injury or illness (S.I./S.O.I.)

### 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	400	
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	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	4.00	4.00	4.00	4.00	4.00	4.00	104.00	104.00	376
March																																		0.00	104.00	376	
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May																																		0.00	104.00	376	
June																																		0.00	104.00	376	
July																																		0.00	104.00	376	
August																																		0.00	104.00	376	
September																																		0.00	104.00	376	
October																																		0.00	104.00	376	
November																																		0.00	104.00	376	
December																																		0.00	104.00	376	

# Fmla Tracking Calendar

**Xiaolong Qi**



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