

TOWN OF VIENNA, VA

FMLA TRACKING SHEET

This form is to be used to track employee hours in each rolling year for FMLA leave.

Employee Name:																Department:																	
Job Title and Employee #																	Supervisor:																
Rolling Year Start Date:_____																																	
Show / for weekends.    Indicate <b><u>no. of hours absent</u></b> + S for Sick; A for Annual; C for Comp Time; NP for No Pay during																																	
Mon	1	2	3	4	5	absences.	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
Jan																																	
Feb																																	
Mar																																	
Apr																																	
May																																	
Jun																																	
Jul																																	
Aug																																	
Sep																																	
Oct																																	
Nov																																	
Dec																																	
Special Notes: Full time eligible employees have a rolling twelve (12) week [480 hours] maximum entitlement. Employees are required to use (draw from) all compensated leave banks while on FMLA status.																													TOTAL				
To date you have used_____ hours as of _____ resulting in an unused balance of _____ hours. Based upon continued use, your FMLA exhaustion date is projected to be:_____																																	