

## FMLA Intermittent Leave Tracking Form Instructions

This FMLA tracking form will help you monitor the amount of FMLA leave available to your employee.

1. Access a copy of the FMLA Intermittent Leave Tracking Form and save it as a new document. The form can be found on the Leaves webpage. Go to [www.aisd.net](http://www.aisd.net) → Click “Staff” → Click “Leaves” and under Resources select the FMLA Intermittent Leave Tracking Form.
2. Fill out the top section of the tracking form with the employee’s full name, employee ID, campus/location, and the FMLA leave start and estimated end date.
3. For each day, enter the total hours the employee was off work due to the qualifying FMLA leave.
4. Enter the total hours used each month.
5. Submit the FMLA tracking form with the employee’s signature and principal/supervisor signature to Patrice Whiteside in HR Benefits by the 10<sup>th</sup> of each month.