



Biweekly employees on an approved intermittent leave of absence should continue to report work hours and sick/vacation time on the electronic time card for each biweekly pay period. In addition to the normal time reporting process, employees on intermittent LOA should also submit this form to report the amount of intermittent LOA time taken in that same pay period. Time recorded on this form should be for missed work hours due to the medically certified LOA reason **only**. HR will allocate this time as approved paid leave after both the employee and the manager have approved the time card.

Employee Name	
Department	
Pay period	

- No FMLA to report
- Process FMLA as indicated below

Please record the amount of FMLA leave taken each day in 15-minute increments (i.e. .25, .5, .75).

Day	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Date							
FMLA Hours							

Day	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Total FMLA Hours Used
Date								
FMLA Hours								

Comments:

I certify that the hours entered above were taken for my approved FMLA reason.

Employee Signature

Date

Confirmed:

Supervisor Signature

Date