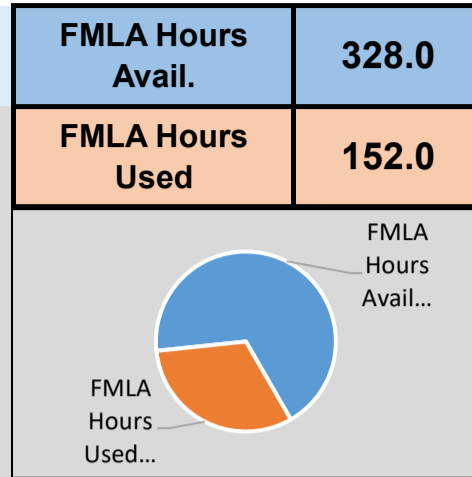


FMLA ABSENCE TRACKING CALENDAR

| | | |
|---|--------------------------|--|
| Employee Name: | Rainne Cloud | |
| FMLA Start Date: | Tuesday, January 2, 2024 | |
| FMLA Est. End Date: | Friday, January 26, 2024 | |
| Average hours scheduled per week prior to the start of FMLA | 40.0 | |



Rainne Cloud is employed 47 months and worked 1902 hours in prior 12 months. Ms. Cloud requested 4 weeks of FML for outpatient surgery. She did not use FML in the prior 12 months and is approved for an STD claim.

*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 FML is used next to the month of first FMLA absence and enter hours of FML used under the appropriate day of the month. Continue to complete the spreadsheet until the FML case is closed, the employee has used all of their available FML leave for the 12 month period, or the 12 month period has ended. The **formulas included** will total FML time used and FML 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 number(s) to highlight the row(s) and select "hide", but DO NOT DELETE rows or columns. Deleting cells may impact the imbedded formulas.

NOTE #2: For a rolling calendar year plans, any time missed that is more than one year old should be deleted from the spreadsheet to help determine appropriately if the employee has any FML time available. For policies using a fixed 12 month period, create a new tab or spreadsheet for each 12 month period.

NOTE #3: See the SECOND tab for any FML requests to care for a Covered Service Member with a serious injury or illness (i.e. MILITARY CAREGIVER LEAVE)

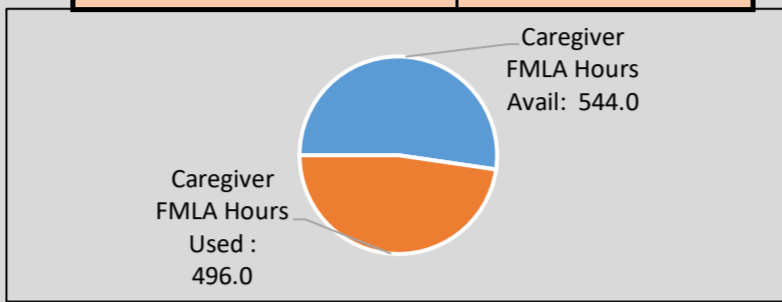
Days of Month

| 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 | 2024 | | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | | | | 152.00 | 152.00 | 328 |
| February | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| March | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| April | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| May | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| June | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| July | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| August | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| September | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| October | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| November | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| December | 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| January | 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| February | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| March | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| April | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| June | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| July | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| August | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| October | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| November | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |
| December | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 152.00 | 328 |

CAREGIVER FMLA ABSENCE TRACKING CALENDAR

| | |
|---|--------------------------|
| Employee Name: | Employee A |
| CAREGIVER FMLA Start Date: | Monday, January 3, 2022 |
| CAREGIVER FMLA Est. End Date: | Thursday, March 31, 2022 |
| Average hours scheduled per week prior to the start of FMLA | 40.0 |

| | |
|-----------------------------|-------|
| Caregiver FMLA Hours Avail: | 544.0 |
| Caregiver FMLA Hours Used : | 496.0 |



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: This Spreadsheet is set up ONLY for tracking FMLA time used to care for a covered servicemember with a serious injury or illness. This FMLA allows for up to 26 weeks of FMLA leave versus the 12 weeks of all other FMLA leave options. This 26 weeks is tracked separately from any other FMLA leave requests (even if they are in the same 12 month period).

NOTE #2: You can HIDE rows for the months not needed by right clicking on the row number(s) to highlight the row(s) and select "hide", but DO NOT DELETE rows or columns. Deleting cells may impact the imbedded formulas.

NOTE #3: Caregiver leave uses the 12-month period measured forward from the date of an employee's first FMLA leave to care for the covered servicemember begins. Create a new Caregiver tab or spreadsheet for each 12 month period.

NOTE #4 See the FIRST tab for an FMLA Calendar Tracking for all other types of FMLA leave.

Days of 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. | Caregiver FMLA hrs used | Caregiver FMLA hrs available |
|-----------|------|------|------|------|---|------|---|------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|---------------|-------------------------|------------------------------|
| January | 2022 | | | 8.00 | 8 | 8.00 | 8 | 8.00 | | | 8 | 8 | 8 | 8 | 8 | | | | 8 | 8 | 8 | | | | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 160.00 | 160.00 | 880 |
| February | 2022 | 8.00 | 8.00 | 8.00 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | | | | | | | | 152.00 | 312.00 | 728 |
| March | 2022 | 8.00 | 8.00 | 8.00 | 8 | | | 8 | 8 | 8 | 8 | 8 | .. | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 184.00 | 496.00 | 544 |
| April | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| May | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| June | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| July | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| August | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| September | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| October | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| November | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| December | 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| January | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| February | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| March | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| April | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| May | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| June | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| July | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| August | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| September | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| October | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| November | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |
| December | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 | 496.00 | 544 | |