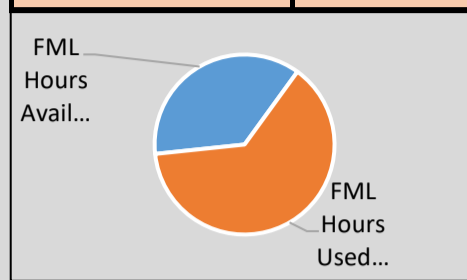


FMLA ABSENCE TRACKING CALENDAR

Employee Name:	Rainne Cloud	
FMLA Start Date:	12/4/2024	
FMLA Est. End Date:	1/12/2025	
Average hours scheduled per week prior to the start of FMLA	40.0	

FML Hours Avail.	176.0
FML Hours Used	304.0



Rainne Cloud worked 1896 hours in prior 12 months. She needs additional surgery and related recovery and is approved for STD claim. Rolling 12-month FML Available balance at the start of this event is 328 hours.

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 FML absence and enter hours of FML 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 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)

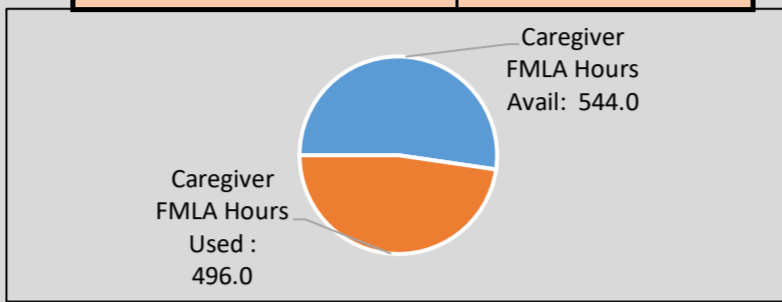
Days of Month

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	FMLA hrs
January	2024															8	8	8	8	8			8	8	8	8	8						80.00	80.00	400
February	2024																																0.00	80.00	400
March	2024																																0.00	80.00	400
April	2024																																0.00	80.00	400
May	2024																																0.00	80.00	400
June	2024																																0.00	80.00	400
July	2024																																0.00	80.00	400
August	2024																																0.00	80.00	400
September	2024																																0.00	80.00	400
October	2024																																0.00	80.00	400
November	2024																																0.00	80.00	400
December	2024				8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8		8	8	160.00	240.00	240	
January	2025	8	8	8			8	8	8	8	8																						64.00	304.00	176
February																																	0.00	304.00	176
March																																	0.00	304.00	176
April																																	0.00	304.00	176
May																																	0.00	304.00	176
June																																	0.00	304.00	176
July																																	0.00	304.00	176
August																																	0.00	304.00	176
September																																	0.00	304.00	176
October																																	0.00	304.00	176
November																																	0.00	304.00	176
December																																	0.00	304.00	176

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	