

## Policy Guide – Policy 4.20, Family Medical Leave (FML) FML Rolling 12-Month Tracking Worksheet

**BACKGROUND:** Agency HR uses the FML Rolling 12-Month Tracking Worksheet to record the FML Hours used and subtracts the used hours from the FML balance to determine the ongoing available FML hours within a 12-Month period. Employees must meet the eligibility requirements for using FMLA as detailed in Policy 4.20, Family and Medical Leave.

### Steps for Using the FML Rolling 12-Month Tracking Worksheet:

The below table illustrates the steps for using the FML Rolling 12-Month Calculator Worksheet to track FML hours used and determine the remaining FML Hours Available for use during the rolling 12-month period. Note: The FML Rolling 12-Month Tracking Worksheet also provides instructions.

#### Do Not Delete Cells or Change/Remove Formulas in the FML Tracking Calculator

Save the FML Tracking Worksheet to your computer before entering data	
<b>Step 1:</b>	<p><b>Review the amount of FML Leave requested.</b></p> <ul style="list-style-type: none"> <li>• Review the employee’s FMLA request to assess the expected duration of the leave. (e.g.: two work weeks, three work weeks, etc.)</li> <li>• Record the beginning and end dates of the requested FML Leave event in cells F3 and F4 of the worksheet.</li> <li>• Record the average weekly hours the employee is scheduled to work in cell K5. This will factor into the number of FML hours an employee is eligible to use based upon their average weekly hours. Full-time employees are eligible for 480 hours; whereas Q-status or Part-time status employees annual FML is pro-rated based upon the average hours scheduled.</li> <li>• Start a new calculator for each 12 month rolling period.</li> </ul>
<b>Step 2:</b>	<p><b>Determine the total FML Leave previously taken by the employee in the 12-month rolling period.</b></p> <ul style="list-style-type: none"> <li>• Review the employee’s time and leave records to calculate the FML Used.</li> <li>• Record the relevant year of the FML event in Column B (2023, 2024, etc.)</li> <li>• Enter the amount of FML Hours used in the appropriate month/date rows.</li> </ul>
<b>Step 3:</b>	<p><b>Determine the remaining FML Leave available to the employee</b></p> <ul style="list-style-type: none"> <li>• The calculator will subtract the FMLA Hours Used daily as recorded in the appropriate month/date. The FML Available Hours and FML Hours Used will auto-populate cells Q1 and Q2 as you enter FML hours used per date.</li> <li>• FML used dates that are more than one year old should be deleted from the spreadsheet to refresh the available FML balance (e.g.: 1/6/2024 used 8 hours of FML. On 1/6/25, delete the 8 hours used on 1/6/24 to refresh the available FML hours.)</li> <li>• Note: You may have to hit enter to generate the calculation of the formulas</li> </ul>
<b>Step 4:</b>	<p><b>Communicate to employee the status of FML leave request and provide the required notifications.</b></p>

[FML Rolling 12-Month Tracking Worksheet Template](#)

For more assistance, see the **FML Tracking Worksheet Examples:**

[Example A](#)

[Example B](#)