

INTERMITTENT LEAVE FMLA TRACKING SHEET

MANAGER EMAIL SAMPLE TEXT



When HRC is notified of an approved FMLA intermittent leave, s/he will email the “Intermittent Leave FMLA Tracking Sheet” as support for ongoing tracking.

Below is text that may be used in an email to send to the manager with the Excel file attachment as well as the “Manager Do’s and Don’ts”:

Subject: Intermittent Leave Tracking Tool for (Employee Name)

Attachments: Intermittent Leave FMLA Tracking Sheet & Manager Do’s and Don’ts

I have been notified by FMLASource on DATE that EMP NAME was approved for Intermittent leave. To assist you with tracking time taken against what was approved, I’m pleased to share a new tool (attached), entitled the “**Intermittent Leave FMLA Tracking Sheet**”. This is an optional resource created strictly to support you with leave management.

There are two tabs in this **Intermittent Leave FMLA Tracking Sheet** spreadsheet. To get started, simply:

1. Input approved time off from the decision letter as indicated in the instructions, provided in one tab in this spreadsheet.
2. Input hours of time taken on the other tab in this spreadsheet. It may be helpful to complete this on a regular schedule that works best for you or your designee (i.e. weekly, bi-monthly or monthly).
3. Review compliance status. This is an automatic calculation derived from the time taken vs. time approved.
4. Consider clarifying with an employee if s/he is out of compliance the reason for the difference. The attached “**Manager Phrases and Do’s and Don’ts – Phrases/Questions when Employee is Out of Compliance on An Approved Leave**” may be helpful to reference.

I will follow up with a phone call this week to offer any needed assistance. If you have any questions in the interim, please do not hesitate to give me a call.

HRC Signature Line