## INTERMITTENT LEAVE TRACKING SHEET JOB AID



The Office of TCW offers a new **Intermittent Leave Tracking Sheet** (Excel document) that Managers/Supervisors can use in conjunction with HRCs to manage intermittent leaves. This tool records the time an Employee has taken by month and calendar year.

**Step 1)** HRC sends Intermittent Leave FMLA Tracking Sheet to the Manager/Supervisor upon notification of an approved leave and offers support with its usage.

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	ee Name:	Carol Watson Department:						Finance					Approved Time-off From Decision Letter								
onsultant: alendar year:		Lynr	Anglebra	indt		Leave Request #:			928043				_	Weatly Hours Per Episode /			Monthly Hours Per Episode /			Annual Hours Per Episade /	
													Number	Treatment		Number	Treatment		Number	7restment	
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		2025						Approved Appointment/Treatment Frequency						The state of the s						0	
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Mar	Episode	1	7.5	Yes	Yes	<b>Z</b> 5	7,5	Yes	Yes	1	7.5	Yes	Yes	1	7.5	Yes	Yes	- 4	80	No	No
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	Treatment			-	_	52.01				5/22				5/30	6/6	_			-	_	<b>—</b>
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**Step 2)** Using the Employee's Decision letter and with HRC guidance, Manager/Supervisor will complete the Employee Information (upper left) and Approved Time-off box (upper right).

**Step 3)** The Manager/Supervisor will complete the blue highlighted cells recording the Employee's (in hours) as episodes or treatments at the end of each week and/or month (blue cells).

**Step 4)** The tracking sheet automatically provides a summary total by month/year and will also indicate whether or not the Employee is within compliance with their leave (Yes or No) in the compliant columns. A compliant column that returns a "No" value indicates additional investigation and discussion needs to occur with the Employee regarding their leave frequency. Manager/Supervisors should consult with HRC as needed.