

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.

Intermittent Leave FMLA Tracking Sheet Episodes and Appointment/Treatments																					
Employee Name: Carol Watson		Department: Finance		Approved Time-off From Decision Letter																	
Consultant: Lynn Anglebrandt		Leave Request #: 928045																			
Calendar year: 2015		Approved Episode Frequency																			
		Approved Appointment/Treatment Frequency																			
Week	#	Hours	Compliant		Compliant		Compliant		Compliant		Compliant		Monthly Total		Compliant		Annual				
			#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours	#	Hours			
Jan	12/29	1/5			1/6	1/13			1/16	1/21			1/22	1/29	0	0	0	0	0		
Feb	1/5	2/6			2/7	2/14			2/15	2/22			2/23	3/2	1	7.5	Yes	Yes	0		
Mar	3/1	3/8	Yes	Yes	4/12	5/18			3/19	3/26			3/27	4/3	4	30	No	No	0		
Apr	4/6	4/11			4/26	4/27			2	2.5	No	No	4/28	5/3	2	15	Yes	Yes	0		
May	5/6	5/13			5/14	5/21			5/22	5/29			5/30	6/6	0	0			0		
Jun	6/7	6/14			6/15	6/22			6/23	6/30			7/1	7/8	0	0			0		
Jul	7/9	7/16			7/17	7/24			7/25	8/1			8/2	8/9	0	0			0		
Aug	8/10	8/17			8/18	8/25			8/26	9/2			9/3	9/10	0	0			0		
Sep	9/11	9/18			9/19	9/26			9/27	10/4			10/5	10/12	0	0			0		
Oct	10/13	10/20			10/21	10/28			10/29	11/5			11/6	11/13	0	0			0		
Nov	11/14	11/21			11/22	11/29			11/30	12/7			12/8	12/15	0	0			0		
Dec	12/16	12/23			12/24	12/31			1/1	1/8			1/9	1/16	0	0			0		
																7	52.5	Yes	Yes	0	0

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.