

# FMLA Absence Tracking Calendar

## FMLA ABSENCE TRACKING CALENDAR

FMLA Hours Available	576.0
FMLA Hours Used	534.0
	

Employee Name:	Joe Smith	
FMLA Start Date:	2/27/2023	
FMLA Est. End Date:	4/6/2024	
Average hours scheduled per week prior to the start of FMLA:	40.0	

**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 working 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:** You can HIDE rows for the months not needed by right clicking on the row numbers to highlight the rows and select "hide", but DO NOT HIDE rows or columns. Hiding cells may impact the spreadsheet formulas.

**NOTE #2:** For a rolling calendar year plan, any time entered that is more than one year old should be deleted from the spreadsheet to help determine appropriately if the employee has any FMLA 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 DCFRSL tab for any FMLA requests to care for a Covered Service Member with a serious injury or illness (S.I.I.) (ARNDSEN 1/2021)

### DAYS OF THE 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 used	FMLA Hrs available
January																																	0.00	0.00	480.00
February			4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
March																																	0.00	0.00	480.00
April																																	0.00	0.00	480.00
May																																	0.00	0.00	480.00
June																																	0.00	0.00	480.00
July																																	0.00	0.00	480.00
August																																	0.00	0.00	480.00
September																																	0.00	0.00	480.00
October																																	0.00	0.00	480.00
November																																	0.00	0.00	480.00
December																																	0.00	0.00	480.00

# Fmla Tracking Calendar

**Raffaela Di Napoli**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

## Fmla Tracking Calendar:

*Wage-Hour Compliance Handbook, 2024 Edition* DeScherer, , A Guide to the Human Resource Body of Knowledge (HRBoK) Sandra M. Reed, 2017-04-18 An essential reference for HR professionals A Guide to the HR Body of Knowledge HRBoK™ from HR Certification Institute HRCI is an essential reference book for HR professionals and a must have guide for those who wish to further their expertise and career in the HR field This book will help HR professionals align their organizations with essential practices while also covering the Core Knowledge Requirements for all exams administered by HRCI Filled with authoritative insights into the six areas of HR functional expertise Business Management and Strategy Workforce Planning and Employment Human Resource Development Compensation and Benefits Employee and Labor Relations and Risk Management this volume also covers information on exam eligibility and prep tips Contributions from dozens of HR subject matter experts cover the skills knowledge and methods that define the profession s best practices Whether used as a desk reference or as a self assessment this book allows you to Assess your skill set and your organization s practices against the HRCI standard Get the latest information on strategies HR professionals can use to help their organizations and their profession Gain insight into the body of knowledge that forms the basis for all HRCI certification exams As the HR field becomes more diverse and complex HR professionals need an informational home base for periodic check ins and authoritative reference As a certifying body for over four decades HRCI has drawn upon its collective expertise to codify a standard body of knowledge for the field The HRBoK is the definitive resource that will be your go to HR reference for years to come **Federal Regulations, Part 825** United States. Employment Standards Administration. Wage and Hour Division, 2009 *PHR / SPHR Professional in Human Resources Certification Deluxe Study Guide* Sandra M. Reed, Anne M. Bogardus, 2015-03-09 Comprehensive PHR SPHR exam preparation featuring interactive learning environment PHR SPHR Professionals in Human Resources Certification Deluxe Study Guide is the number one preparation resource for these premier Human Resources certifications Fully updated to align with the latest versions of these challenging exams this guide provides detailed coverage of key topics including strategic management workforce planning and employment compensation and benefits employee and labor relations and OSHA regulations The interactive learning environment provides additional study tools that help reinforce your understanding including electronic flashcards ancillary PDFs workbook templates and chapter exercises Bonus PHR and SPHR practice exams allow you to test your knowledge and get a feel for the tests so you can review what is needed and avoid exam day surprises The PHR and SPHR certifications offered by the Human Resources Certification Institute HRCI have become the industry standard for determining competence in the HR field This helpful guide gives you everything you need to fully prepare for these exams so you can demonstrate your knowledge when it counts and pass with flying colors Refresh your understanding of key functional areas Practice the practical with workbook templates Test your knowledge with flashcards and exercises Preview exam day with bonus practice exams If you re looking

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PHR / SPHR Professional in Human Resources Certification Study Guide Sandra M. Reed, Anne M. Bogardus, 2012-04-18  
NOTE The exam this book covered PHR SPHR Professional in Human Resources Certification Fourth Edition was retired SYBEX in 2018 and is no longer offered For coverage of the current exam PHR and SPHR Professional in Human Resources Certification 2018 Exams Fifth Edition please look for the latest edition of this guide PHR and SPHR Professional in Human Resources Certification Complete Study Guide 2018 Exams Fifth Edition 9781119426523 The demand for qualified human resources professionals is on the rise The new Professional in Human Resources PHR and Senior Professional in Human Resources SPHR exams from the Human Resources Certification Institute HRCI reflect the evolving industry standards for determining competence in the field of HR This new edition of the leading PHR SPHR Study Guide reflects those changes Serving as an ideal resource for HR professionals who are seeking to validate their skills and knowledge this updated edition helps those professionals prepare for these challenging exams Features study tools that are designed to reinforce understanding of key functional areas Provides access to bonus materials including a practice exam for the PHR as well as one for the SPHR Also includes flashcards and ancillary PDFs Addresses key topics such as strategic management workforce planning and employment compensation and benefits employee and labor relations and Occupational Safety and Health Administration regulations This new edition is must have preparation for those looking to take the PHR or SPHR certification exams in order to strengthen their resume *What is the Bush Administration's Record in Regulatory Reform?* United States. Congress. House. Committee on Government Reform. Subcommittee on Energy Policy, Natural Resources, and Regulatory Affairs, 2005 **What to Do about Personnel Problems in New York State: Digest, synopsis, forms**, 1985

*Wage and Hour Cases*, 2009 Text of opinions of Federal and state courts and administrative tribunals under statutes relating to minimum wages maximum hours overtime compensation child labor equal pay wage stabilization with tables of cases **U.S. Master Employee Benefits Guide**, 1999 The Book of Company Policies National Institute of Business Management, 2001 **PHR/SPHR** Anne M. Bogardus, 2004-01-23 Whether you're a HR professional seeking to validate the skills and knowledge acquired through years of practical experience or a relative newcomer to the HR field looking to strengthen your resume the PHR and SPHR certifications from the Human Resource Certification Institute HRCI provide you with the means to do so The PHR SPHR Professional in Human Resources Certification Study Guide was developed to help you prepare for these challenging exams and includes additional study tools designed to reinforce understanding of key functional areas Key topics include Strategic Management Formulating HR objectives practices and policies to meet organizational needs and opportunities Workforce Planning and Employment Planning developing implementing

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## Fmla Tracking Calendar Introduction

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