

FMLA TRACKER FORM 1*
SET SCHEDULE: CALENDAR/ FIXED 12-MONTH PERIOD

- 1. Employee’s Name _____
- 2. Employee ID # _____
- 3. Regular Schedule: _____ day workweek of _____ hours per day
- 4. Employee is entitled to 12 weeks of leave per year at _____ hours per week.
- 5. Employee’s total leave allotment for this year is _____ hours.

For 12-month period beginning _____ and ending _____

How to Use This Form

Use this form only if you use the calendar year, your fiscal year, or any Fixed 12-Month Period (fiscal year, year required by state law, or year that begins with an employee's anniversary date) to calculate the 12-month period for FMLA leave usage.

- Complete a copy of this form for each of your FMLA eligible employees working a set schedule and maintain it in the employee's file. For employees whose hours vary DO NOT use this form. See the variable schedule form (FMLA Tracker Form 2) included in these materials.
- Based on the employee's regular schedule, determine the number of days per week and hours per day that the employee normally works, and note this information on line 3 above.
- Multiply the number of days per week and hours per day shown on line 3 and insert the total on line 4.
- Multiply the number shown on line 4 by 12 and insert it on line 5. This is the total number of hours of FMLA leave available to the employee this 12-month period. **Note:** If the employee's schedule changes resulting in an increase or decrease in the number of hours regularly worked per week during a given 12-month period, it may be necessary to recalculate the available hours.
- When a request for FMLA leave is approved, note the date of the request and the reason on the form. Once the leave has been completed note the total number of hours of leave used.
- For the initial leave request, subtract the number of hours of leave used from the figure shown above on line 5 to determine the number of hours of leave remaining. Insert that result on the appropriate line for the chart below. Thereafter, with each subsequent leave request in the 12 month period, subtract the hours of leave used from the remaining leave figure shown for the previous leave request to arrive at a new total for leave remaining.
- Begin a new form at the beginning of each calendar/fiscal/other designated year.

Note: This form is meant only as a tool for tracking leave usage and does not replace any of the normally required leave documentation. Maintain all notices, medical certifications, and other documentation of leave in the employee’s file.

Date of Leave Request	Reason	Hours of Leave Used	Hours of Leave Remaining

*Note: This form not for use in tracking the single 12-month period for servicemember caregiver leave.