

## Bi Weekly Intermittent Leave Tracking Form

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*Biweekly employees on an approved intermittent leave of absence should continue to report work hours and sick/vacation time on the electronic time card for each biweekly pay period. In addition to the normal time reporting process, employees on intermittent LOA should also submit this form to report the amount of intermittent LOA time taken in that same pay period. Time recorded on this form should be for missed work hours due to the medically certified theemployee and the manager have approved the time card.*

Employee Name	
Department	
Pay period	

**No FMLA to report**  
**Process FMLA as indicated below**

*Please record the amount of FMLA leave taken each day in 15 minute increments (i.e. .25, .5, .75).*

Day

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