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**52 Week Intermittent FMLA Hours Tracker**

Please track any hours off time off used for qualified FMLA time. Please contact Human Resources if you have any questions or concerns regarding how this time process works.

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | **Dates** | **M** | **T** | **W** | **T** | **F** |  | # | **Dates** | **M** | **T** | **W** | **T** | **F** |
| Week 1 |   |  |  |  |  |  |  | Week 30 |   |   |   |   |   |   |
| Week 2 |   |   |   |   |   |   |  | Week 31 |   |   |   |   |   |   |
| Week 3 |   |   |   |   |   |   |  | Week 32 |   |   |   |   |   |   |
| Week 4 |   |   |   |   |   |   |  | Week 33 |   |   |   |   |   |   |
| Week 5 |   |   |   |   |   |   |  | Week 34 |   |   |   |   |   |   |
| Week 6 |   |   |   |   |   |   |  | Week 35 |   |   |   |   |   |   |
| Week 7 |   |   |   |   |   |   |  | Week 36 |   |   |   |   |   |   |
| Week 8 |   |   |   |   |   |   |  | Week 37 |   |   |   |   |   |   |
| Week 9 |   |   |   |   |   |   |  | Week 38 |   |   |   |   |   |   |
| Week 10 |   |   |   |   |   |   |  | Week 39 |   |   |   |   |   |   |
| Week 11 |   |   |   |   |   |   |  | Week 40 |   |   |   |   |   |   |
| Week 12 |   |   |   |   |   |   |  | Week 41 |   |   |   |   |   |   |
| Week 13 |   |   |   |   |   |   |  | Week 42 |   |   |   |   |   |   |
| Week 14 |   |   |   |   |   |   |  | Week 43 |   |   |   |   |   |   |
| Week 15 |   |   |   |   |   |   |  | Week 44 |   |   |   |   |   |   |
| Week 16 |   |   |   |   |   |   |  | Week 45 |   |   |   |   |   |   |
| Week 17 |   |   |   |   |   |   |  | Week 46 |   |   |   |   |   |   |
| Week 18 |   |   |   |   |   |   |  | Week 47 |   |   |   |   |   |   |
| Week 19 |   |   |   |   |   |   |  | Week 48 |   |   |   |   |   |   |
| Week 20 |   |   |   |   |   |   |  | Week 49 |   |   |   |   |   |   |
| Week 21 |   |   |   |   |   |   |  | Week 50 |   |   |   |   |   |   |
| Week 22 |   |   |   |   |   |   |  | Week 51 |   |   |   |   |   |   |
| Week 23 |   |   |   |   |   |   |  | Week 52 |   |   |   |   |   |   |
| Week 24 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
| Week 25 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
| Week 26 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
| Week 27 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
| Week 28 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |
| Week 29 |   |   |   |   |   |   |  |  |  |  |  |  |  |  |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted to HR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_