GUIDE TO REPORTING FMLA TIME TAKEN

Employees who are approved for intermittent FMLA leave are expected to report and record FMLA time taken as outlined below. Only those absences which qualify for FMLA should be recorded as FMLA time taken. Absences unrelated to the employee’s FMLA event should not be recorded as FMLA time taken.

When calling out from work due to a qualified FMLA absence, the employee must follow the following procedures:

1. Employee must follow their department’s normal call-in procedures when reporting out from work.
2. The employee must indicate they are calling out due to their FMLA event and that the employee will be using FMLA leave.
3. The absence event must be reported on the employee’s on-line Galaxy timesheet immediately upon returning to work and/or within the same week for which the leave is taken.
4. Employees must indicate “FMLA time taken” in the details portion of the submitted absence event (see screenshots below).
It is important that employees report their leave appropriately. If you have any questions, please contact the Leave Administrator.

Add the comment “FMLA Time Taken”
DO NOT provide medical information, only indicate “FMLA Time Taken”