Reporting Protected Leave on the Monthly Timesheet

Time taken for leave covered under the Family & Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Military, and Workers’ Compensation must be recorded on the employee’s timesheet under the Protected Leave section of the timesheet. This is in addition to recording the time taken in the appropriate Pay/Work Time Tracking (hourly timesheet) or Pay Tracking (salaried timesheet) section, which identifies the type of paid or unpaid leave being used.

All requested and approved FMLA/OFLA leave will be counted toward the employee’s FMLA/OFLA leave entitlement regardless of the employee’s pay status.

Below are examples on how to record time taken for protected leave on the timesheet:

Example #1:
An employee missed a continuous block of time (10 days) due to a FMLA/OFLA qualifying event. The employee has available sick leave to cover the time off.

- The employee enters sick leave on their timesheet under the Pay/Work Time Tracking (hourly timesheet) or Pay Tracking (salaried timesheet) section for each day they were gone and must also record the same number of hours on the Protected Leave section of the timesheet under “FMLA/OFLA”.
- The same is true when the employee uses vacation or any other paid leave or if the employee will have leave without pay.

Example #2:
An employee missed a continuous block of work (10 days) due to an injury that qualifies under Workers’ Compensation and FMLA/OFLA. The employee has available sick leave to cover the time off.

- The employee enters sick leave on their timesheet under the Pay/Work Time Tracking (hourly timesheet) or Pay Tracking (salaried timesheet) section for the first three days they are off.
- After the first three days, the employee enters 1/3 of the time as sick leave and 2/3 of the time as “Leave without Pay” for each day they are off.
- The total number of hours taken off is also recorded in the Protected Leave section of the timesheet under “FMLA/OFLA” and “Worker’s Compensation”.

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Example #3:
An employee missed work on an intermittent basis (four hours per day) due to their FMLA/OFLA qualifying event. The employee has exhausted their sick leave and is now using vacation leave.

- The employee enters four hours per day as vacation on their timesheet under the **Pay/Work Time Tracking** (hourly timesheet) or **Pay Tracking** (salaried timesheet) section.
- Four hours per day is also recorded in the **Protected Leave** section of the timesheet under FMLA/OFLA.
- The same is true when the employee uses any other paid leave or if the employee will have leave without pay.

Example #4:
An employee missed an additional two hours of work due to a routine dentist appointment and is off four hours per day for an approved intermittent FMLA/OFLA qualifying event. The employee has available sick time.

- The employee enters six hours as sick leave on the day of the dentist appointment and four hours per day as sick leave on all other days under the **Pay/ Work Time Tracking** (hourly timesheet) or **Pay Tracking** (salaried timesheet) section.
- In the **Protected Leave** section of the timesheet, the employee records four hours per day under FMLA/OFLA.
- The same is true when the employee uses any other paid leave or if the employee will have leave without pay.

Example #5:
An employee goes out on a continuous block of time (six weeks) due to a FMLA/OFLA qualifying event at the first of the month. The employee will exhaust all available paid leave after four weeks.

- The employee enters the appropriate paid leave or leave without pay on their timesheet under the **Pay/ Work Time Tracking** (hourly timesheet) or **Pay Tracking** (salaried timesheet) section for each day they are gone.
- Employee also records the same number of hours in the **Protected Leave** section of the timesheet under “FMLA/OFLA”.
- **Estimated timesheet** – the employee completes and submits an estimated timesheet for the month when they expect to enter leave without pay status.