

## 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".

**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.