

## Civil Service Non-Exempt FMLA Timesheet Guide

Please use one of the following highlighted leave types when reporting FMLA leave on your timesheet.

<b>Family Leave Holiday (FMLA)</b>
<b>Family Leave Floating Holiday</b>
Holidays-Gift
Holiday
Floating Holiday
<b>FMLA Parental Leave</b>
Shared Benefits
Worker's Comp-No Pay
Worker's Comp-Sick
Worker's Comp-Vacation
<b>Family Leave Sick</b>
<b>Family Leave Vacation</b>
Funeral Leave
<b>Family Leave Unpaid (FMLA)</b>

### **Family Leave Holiday (FMLA)**

- If you work any part of the work week in which a campus observed holiday falls, the holiday should not be reported as FMLA leave unless you were scheduled to work on the holiday
- If you do not work any part of the work week in which a campus observed holiday falls due to FMLA, the holiday must be reported as FMLA leave

### **Family Leave Floating Holiday**

- Use when you would like to use remaining Floating Holidays for your FMLA leave

### **FMLA Parental Leave**

- Use when you have been approved for parental leave, this will be noted in the “other” section towards the bottom of your FMLA approval letter

### **Family Leave Sick**

- Use when you would like to use sick leave hours for your FMLA leave

### **Family Leave Vacation**

- Use when you would like to use vacation hours for your FMLA leave

### **Family Leave Unpaid (FMLA)**

- Use when you do not have remaining floating holiday, sick, or vacation leave hours available or you have chosen for your leave to be unpaid