

Academic Professional, Exempt Civil Service, and Faculty FMLA Timesheet Guide

FMLA Usage

Employees with an approved FMLA event must designate FMLA absences in the application. This leave must be reported in 15-minute increments. When FMLA status is enabled in the application by HR, you will see the FMLA Usage section under "Type of day off".

Entering information for 8/5/2021

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Type of day off:

- Vacation day
- Sick Leave
- Floating Holiday
- Comp Time
- Other

FMLA Usage

- Yes
- No

7.5

Amount of time off:

Note: this field is ignored when Floating Holiday is selected

When you indicate *Yes* under the FMLA Usage section, the submission will include *FMLA* under the Notes section of the Reporting Activity section:

Reporting Activity for period ending 8/20/2022:

Approved entries must be cancelled by your supervisor.

Date	Hours	Type	Notes	Status	Approver	X
8/27/2021	7.5	Sick Leave	FMLA	Pending		X

If you do not see the option to select yes for FMLA usage please contact Library HR libraryHR@library.illinois.edu.