

Civil Service Non-Exempt FMLA Timesheet Guide

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

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

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