# FMLA / Parental Leave Time Entry Instructions

FMLAT (Family Medical Leave Taken) time reporter code must be reported <u>along</u> with a corresponding leave code: (Sick for qualifying sick events, Vacation, Compensatory, Personal Holiday, Leave Without Pay). Never report FMLAT along with hours physically worked.

The appropriate FMLA override reason code is required for all FMLA time entry

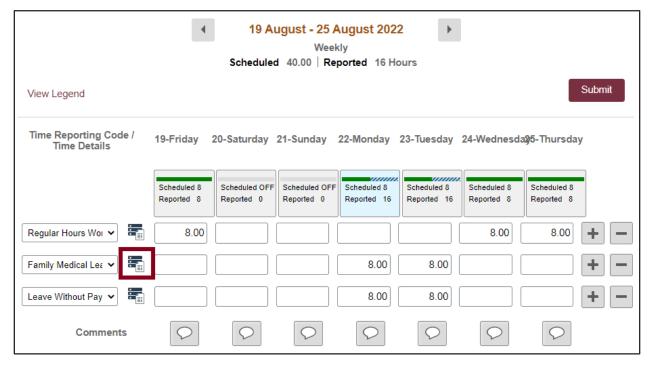
- 1. FMADP FMLA adoption of a child
- 2. FMBTH FMLA birth of a child
- FMFOS FMLA foster care of a child
- 4. FMSIC FMLA serious illness of a child
- 5. FMSIE FMLA serious illness of the employee
- 6. FMSIP FMLA serious illness of a parent
- 7. FMSIS FMLA serious illness of a spouse
- 8. FMLQE FMLA for a qualifying exigency

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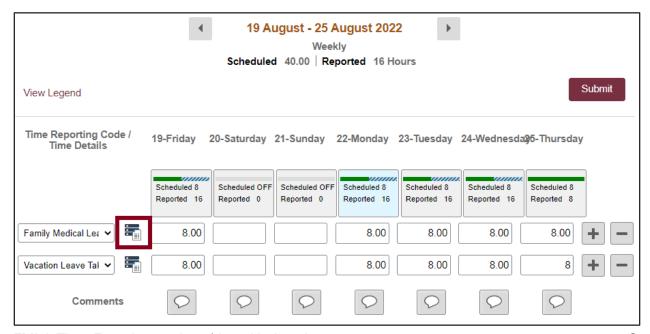


# Intermittent FMLA (Elapsed Timesheet)

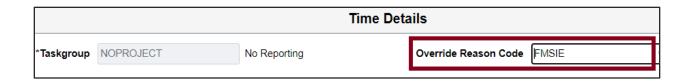




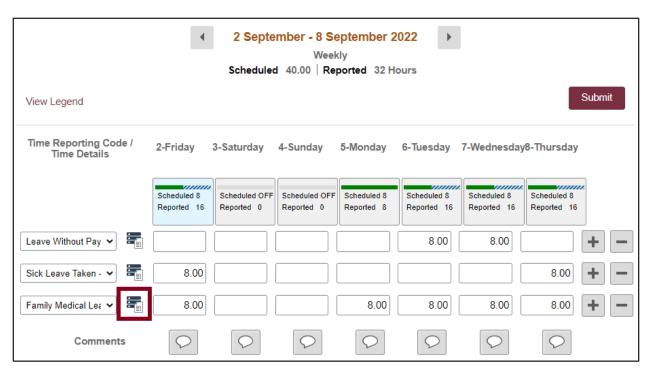
### Continuous FMLA (Elapsed Timesheet)



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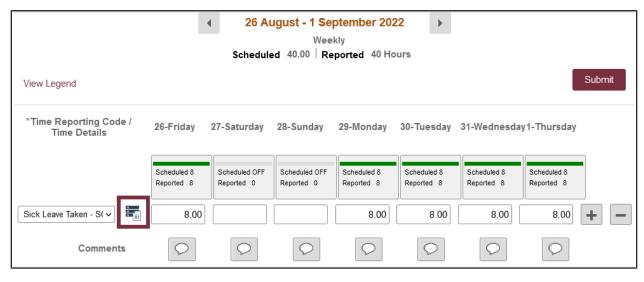
### FMLA leave during a holiday week (Elapsed Timesheet)





During a holiday week, if the employee is on FMLA leave for the entire week, report FMLAT on the holiday according to their FTE (full-time equivalent rate).

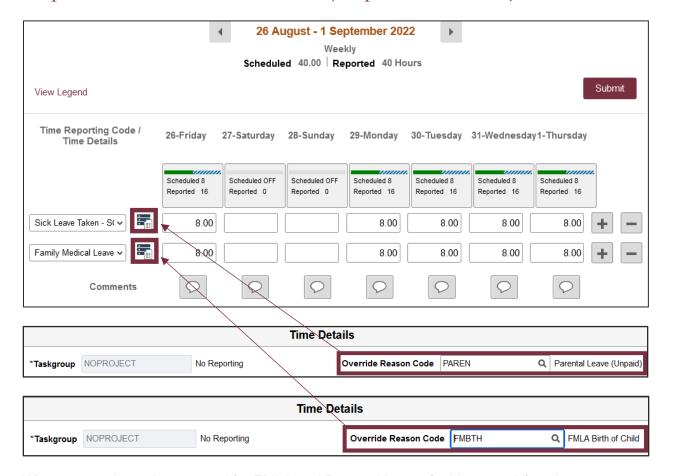
# Unpaid Parental Leave (Elapsed Timesheet)





Unpaid Parental Leave is reported by selecting a type of leave (Sick is permitted for the first 6-8 weeks following birth, Vacation, Compensatory, Personal Holiday, Leave Without Pay) and then pairing it with the override reason code PAREN.

### Unpaid Parental Leave / FMLA (Elapsed Timesheet)



When an employee is approved for FMLA and Parental Leave (paid or unpaid) at the same time, both leave types must be entered on the timesheet. As with the previous examples, the appropriate override codes should be paired with FMLA and the type of leave selected.