

Instructions for Completing the Intermittent FML Leave Record Exempt

1. Fill in employee's name, Social Security number or CWID, and telephone number
2. Fill in the corresponding month and year for the pay period.
3. Fill in employee's actual hours worked in the "Worked Hours" column on the row corresponding to the appropriate day of the month.
4. Fill in any annual leave hours taken in the "Annual Leave Hours" column on the row corresponding to the appropriate day of the month.
5. Fill in any sick leave hours taken in the "Sick Leave Hours" column on the row corresponding to the appropriate day of the month.
6. Fill in any holiday hours taken in the "Holiday Hours" column on the row corresponding to the appropriate day of the month.
7. Fill in **any hours** that were taken off in association with the employee's *approved* FML in the "FML Hours" column on the row corresponding to the appropriate day of the month. *Please note this should include all paid and unpaid time for absence from work related to the employee's FML.*
8. If the employee takes annual or sick leave time that is **not** associated with his/her approved FML, please notate in the "Comments" column on the row corresponding to the appropriate day of the week as "**Not FML Related.**" This will ensure accurate recording of the employee's FML usage.
9. Please notate any other unusual circumstances in the "Comments" column on the row corresponding to the appropriate day of the month.
10. Provide supervisor's signature, date, e-mail address, and telephone number
11. Check the blank that corresponds to the amount of time the employee is expected to work each day (i.e. 7.75 or 8 hours).
12. Send completed Intermittent FML Leave Record by the 7th of the following month to:

FML Administrator
Box 870364
Tuscaloosa, AL 35487
13. Remember an Intermittent FML Leave Record should be sent *even if no FML time was used for the month.*
14. Exempt (monthly paid) employees should continue to report any use of paid leave time, such as annual or sick leave, in the on-line leave reporting system. Completion of the Intermittent FML Leave Record does not substitute for nor replaces this reporting of paid time.