INSTRUCTIONS FOR COMPLETING
FMLA TRACKING SPREADSHEET

1. Access a copy of the FMLA Tracking Spreadsheet and save as a new document. (The Spreadsheet is found at https://hr.duke.edu/forms/benefits/fmla-tracking)

2. Complete Rows 3 and 4 of the Excel Spreadsheet. If the staff member used any FMLA in the preceding 12 months, insert the number of hours used in Cell F3.

3. If the staff member used any FMLA in the preceding 12 months (See Cell F3), subtract the number of hours used in the preceding 12-month period from the total number of hours a staff member is entitled to in a 12-month period and enter that number in cell D6.

   **Note:** The default in Cell D6 is 480 hours. This number will need to be changed if the staff member is not a 40 hour per week fulltime employee or if the staff member has used any FMLA in the previous 12 months.

4. Begin tracking in column B on the date FMLA time is first used. Track all subsequent days in column B.

5. **IMPORTANT:** After 12 months, the employee begins recouping (rebanking) FMLA hours one day at a time, in the same manner and amounts in which it was used in the previous year. As the hours are rebanked, they are available for the employee to use. Look back 12 months from the start date of the FMLA and rebank hours in column C on the one-year anniversary of each day that FMLA was used.

   Re-bank on the same date that leave was taken during the preceding 12 months, regardless of the day of the week or whether the staff member would normally work that day.

6. Enter any comments in column F. (If the staff member has multiple FMLAs, which leave is being used can be noted here.)

7. Periodically review with the staff member the number of hours have been used and the number of hours that remain available and document when this is done in column F.

**Notes:**

- Duke uses a rolling 12-month calendar, not the calendar year.

- Once the information is recorded in Columns B and C, the calculation of the balance in Column D will be performed automatically.

- The balance in Column D should never be less than zero. Once all FMLA time has been used, the balance should be zero until the staff member begins rebanking hours.

- If the staff member begins another FMLA leave during the 12-month period, note the date of the new leave in column E. Each time the staff member uses FMLA leave, note in column E which leave is being used (for example, Self, Spouse, etc.)

- If the staff member begins another FMLA leave 12 months or more after FMLA was last used, begin a new spreadsheet.