

## FMLA Employee Leave Summary

<b>Employee name:</b>		<b>Employee ID:</b>	
<b>Monthly/ Biweekly:</b>		<b>Owner:</b>	
<b>Date out:</b>	<b>Date of return:</b>	<b># weeks:</b>	

	Current Balance	Amount Needed	Amount Requested	End Balance
<b>Sick (FMS):</b>				
<b>Accrued Sick:</b>				
<b>Vacation (FMV):</b>				
<b>Accrued Vacation:</b>				
<b>FMLA Dock Hours (FMD):</b>				
		<b>Total ending balance:</b>		

Will employee be responsible for a portion of benefits outside of payroll?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, amount responsible below:		

Medical	Dental	Vision	Life	Dependent Life	LTD Buy-Up	Misc.
						<b>Total amount employee responsible for:</b>

### Accrued Time

Accrual rates apply to all continuous full-time employees. The amount of accrued time is dependent on the employee's years of service. Only employees in paid status will accrue time.

### Dock Hours (FMD)

An employee will be docked hours if they have exhausted all annual leave and sick leave. The employee will be placed in unpaid status. If sick, vacation, and/or comp time is depleted, the employee is required to make a payment by the first of the month for deductions normally withheld from their paycheck.

More information can be found at [www.uco.edu/administration/human-resources/benefits](http://www.uco.edu/administration/human-resources/benefits).