Print Form

UNIVERSITY OF CALIFORNIA, DAVIS
Intermittent FML/PDL Tracking

Use this worksheet to assist you in tracking both exempt and non-exempt employees' intermittent usage of Family & Medical Leave (FML) and/or Pregnancy Disability Leave (PDL).

Under FML, an employee is eligible for up to twelve workweeks (for example, 480 hours at 100% time or 240 hours at 50% time) in a calendar year period provided that the employee has:

- At least 12 months cumulative University service
- Worked at least 1250 hours in the 12 months immediately preceding the commencement of the leave.
- Not utilized his/her 12 weeks within the current calendar year.

Under PDL, all pregnant employees are eligible for up to four months.

Field Definitions

• Date	Enter the date for which FML/PDL is being applied
• Start Time	Enter the time the employee leaves work. If employee is out for the entire day, enter start time of employee's shift.
• End Time	Enter the time the employee returns to work. If employee is out for remainder of the day, enter end time of the employee's shift.
• Hours	Enter total time employee is out for each day.
• SKL	Indicate any time the employee is reporting sick leave.
• VAC	Indicate any time the employee is reporting vacation.
• CTO	Indicate any time the employee is reporting comp time, if allowed by contract.
• LWOP	Indicate any time the employee is not receiving pay.

Date	Start Time	End Time	Hours	SKL	VAC	CTO	LWOP	Comments