



**UMOR Operational Procedure Resource Document:**

**TITLE: UMOR Family and Medical Leave Act (FMLA) Timekeeping Overview**

FMLA is **unpaid time** used CONCURRENTLY with paid time, during which an employee’s job is protected as health insurance coverage is continued. Therefore, tracking FMLA usage in the UM electronic timekeeping system is completed in addition to reporting of payroll codes.

**Units are responsible for ensuring FML time reporting code is entered and approved in the UM timekeeping system.**

UM has a **Parental Leave and Maternity (Childbirth) policy** which can occur concurrently with FMLA. Please consult the [Maternity \(Childbirth\) and Parental Leave toolkit.](#)

**Employees paid on Sponsored Funds** should consult the [ORSP website](#) for information for processes which are specific and unique to sponsored funds.

*Should an employee be placed on an unpaid leave, no time is entered. Payroll handles entering FML time in the HR system based upon the unpaid leave specifics.*

**Timekeeping Process:**

1. Enter the appropriate time reporting codes and hours for the time off.
  - a. Generally time is reported in the following order:
    - i. Extended Sick (if approved)
    - ii. Short-term Sick or Vacation (employee choice)
2. For hours associated with an FMLA event, add a new row, and enter the hours with the FML code.
3. Comments can be entered in the Comments field, if desired.
4. Prior period adjustments can be entered for past hours associated with an FMLA absence (up to six months in arrears).

**Employee reporting FMLA time sample:**

Row Number	Monday 6/1	Total	Time Reporting Code	Type
Row 1	8.00	8.00	SCK - Sick, Preventive <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px;">1</span>	Hours
Row 2	8		FML - FMLA Tracking <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px;">2</span>	

1. Select the appropriate time off reporting code in the drop down menu.
2. Add a new row and select the FML code in the drop down menu.

**For More Information**

For assistance with additional FMLA information, you may refer to the Family and Medical Leave Act of 1993 (FMLA) [Training Tutorial.](#)