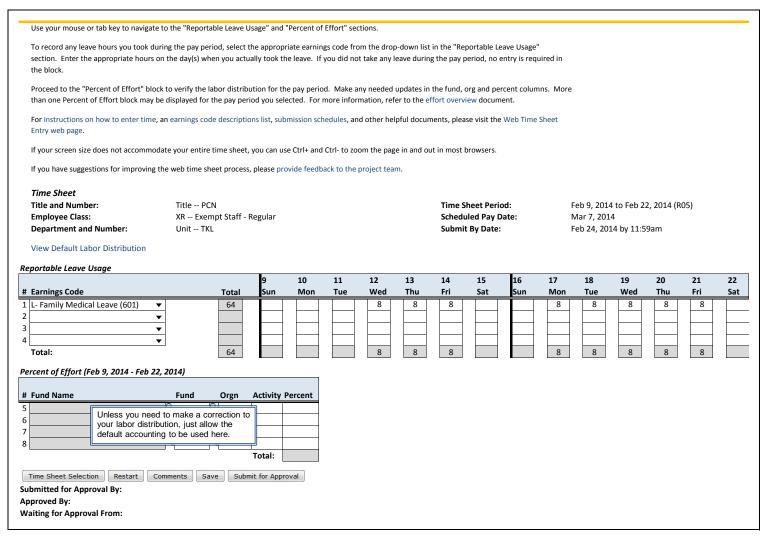
EXAMPLE: Exempt Family Medical Leave - Continuous

Family Medical Leave (FML) must be approved before the FML hours can be entered on a time sheet. Information about qualifying FML events, the approval process and eligibility can be found at http://www.alaska.edu/benefits/leaves/family-medical-leave/. For more information and to apply for FML, please contact UAF Human Resources at 907-474-7700.

Once approved, FML hours are reported as shown in the example below on the days the FML was used. If leave needs to be reported that includes a partial hour, minutes should be entered as the decimal equivalent of an hour. A table for converting minutes to decimals can be found at http://www.alaska.edu/files/hr/wte_convert_minutes_to_decimals.pdf.

Earnings code 601 is used to indicate FML hours taken. Non-FML sick leave is reported using earnings code 550.

This example is for an exempt, regular, full-time employee who has been approved for "continuous" FML. Part-time employees should enter the leave hours based on their work schedules.



NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.