



Intermittent Leave Tracking Form

Revised: 05/27/2021

Form Owner: Human Resources

Location: <https://www.4j.lane.edu/hr/forms>

Employee Information:

Name: _____	Employee Number: _____	Building/Dept: _____
Position: _____	Month: _____	Year: _____

User Instructions:	Record of Hours:
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This form should be used to report absences related to an approved intermittent leave of absence. Document time when you were expected to be working but could not work because of the reason related to your leave of absence.

Submit a copy of this completed tracking log between the 1st and 15th of the following month. If a tracking form is not received by the 16th of the following month, no absences will be designated as protected leave in accordance with your approved leave of absence.

Example: An Intermittent Leave Tracking Form for October must be received by Human Resources no later than November 15th. If no form was received by November 16th, Human Resources would assume you had no absences in relation to your approved leave of absence and any absences in October would not be protected in accordance with your approved leave.

Late tracking forms will only be accepted if the employee did not have reasonable opportunity to submit the completed form to Human Resources by the deadline.

Completed forms should be sent to HR_leaves@4j.lane.edu.

You must notify your Administrator (or designee) of each absence in accordance with the district's notice expectations.

Enter the number of hours you were absent in relation to your approved leave. Note it doesn't matter if, or how, you are paid or unpaid. All absences related to your leave must be documented here.	
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This is a true and accurate report of absences for the above dates.

Signatures

Employee Signature:	If you send this form to your supervisor using your 4J email, you do not need to sign here.	Date: _____
Supervisor Signature:	If this form is sent using 4J email, a signature is not required here.	Date: _____