

**CORNELL COLLEGE**  
Human Resources Office

Family Leave Time Reporting Record

Employee Name: \_\_\_\_\_

Date FMLA was granted: \_\_\_\_\_

Department: \_\_\_\_\_

Date FMLA began: \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																															
Feb																															
Mar																															
Apr																															
May																															
June																															
July																															
Aug																															
Sept																															
Oct																															
Nov																															
Dec																															

"X" Indicates a full day was taken for Family Leave

Partial days used for Family Leave will be recorded by the number of hours taken

Maximum allowable time for Family Leave is 12 weeks, which is calculated from the first leave day taken