Administrative Office of the Courts

Operations Division

Family Medical Leave Act (FMLA) Timesheet Example

Below is an example of how your timesheet should look like when correctly coding your timesheet FMLA Leave. If you have further questions about your timesheet, please contact Payroll at 410-260-1735.

From 04/01/2020 to 04/07/2020 ⑦

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	
	Wed	4/1	Needs Approval						SCKDC - Sick Leave Documented	4.00	8.00	
			New						00 FMTAK - FMLA Take ⌄	8.00	0.00	
			Needs Approval						SCKMD - Sick Leave Medical App	4.00	0.00	
	Thu	4/2	Needs Approval						SCKDC - Sick Leave Documented	8.00	8.00	
			New						00 FMTAK - FMLA Take ⌄	8.00	0.00	
	Fri	4/3	Needs Approval						SCKDC - Sick Leave Documented	8.00	8.00	
			New						00 FMTAK - FMLA Take ⌄	8.00	0.00	
			New						⌄		0.00	
💬	Sat	4/4	New						⌄		0.00	
💬	Sun	4/5	New						⌄		0.00	
	Mon	4/6	Needs Approval						SCKDC - Sick Leave Documented	8.00	8.00	
			New						00 FMTAK - FMLA Take ⌄	8.00	0.00	
	Tue	4/7	Needs Approval						SCKDC - Sick Leave Documented	8.00	8.00	
			New						00 FMTAK - FMLA Take ⌄	8.00	0.00	