



Human Resources

1300 Seibert Administration Building, Mail Stop 5217
Phone (269) 387-3620 Fax (269) 387-3441

LOA FMLA Hours Usage Correction Form

Employee Name		Employee ID No.
Department		

Please enter the hours of FMLA used for each day.
Daily hours should not exceed 8 per day unless the employee is normally scheduled to work over 8 hours.
For FMLA usage, the week is Sunday – Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours	FMLA hours

Comments:

Submitted by:		Please return Correction Form to Human Resources: Fax: 387-3441 Email: hr-hris@wmich.edu Questions? Phone: 387-3620
Phone Number:		
Date:		