

FMLA/STD Timesheet Instructions

For employees who are on FMLA only: An Employee who has an absence that meets the definition of a FMLA qualifying event must use sick leave during his/her absence. Also, because Jefferson Lab policy requires employees to exhaust all applicable paid leave before going on leave without pay, the employee must use vacation leave if he/she does not have enough sick time to cover his/her absence.

For employees who are on FMLA and whose Short Term Disability claim is pending: While the employee's short term disability claim is in a pending status, timesheets should be completed as per the instructions above. If the employee is approved for STD, Human Resources will forward a copy of his/her STD Election form to the supervisor. Employees are required to use sick leave, and if that is exhausted, vacation leave during the STD waiting period of seven calendar days (usually after five work days). After that time period, supervisors should charge time based on the information that appears on the employee's election form.

For employees who are on FMLA and whose Short Term Disability claim has been approved. Employees are required to use sick leave, and if that is exhausted, vacation leave during the STD waiting period of seven calendar days (usually after five work days). After that time period, supervisors should charge time based on the information that appears on the employee's election form.