



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0188, Fax (210) 805-2767

OFFICE OF
HUMAN RESOURCES

FMLA INTERMITTENT LEAVE TRACKING FORM

Employees must use this form to identify all absences related to an approved FMLA intermittent leave of absence. Once documented, the employee must provide this form to their direct supervisor for review and signature on a monthly basis. In addition, an employee is responsible for entering all absences into SmartFind or KRONOS.

Please submit signed forms on a monthly basis via fax at 210-805-2767 to Michele Matheny (A – L) or Emiley Aragon (M – Z).

NOTE: Intermittent leave must be recorded and used in one-hour increments.

Employee ID: _____

Employee Name: _____

☐ Check box if you did not use any hours under your intermittent FML for the current month.

Only identify leave that is related to your approved leave

Date	Intermittent Leave Reason (for Appointment/Flare-Up/ Modified Schedule)	# of FMLA leave hours used

Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____