



**NOTICE OF USE OF UNSCHEDULED
INTERMITTENT FMLA (“IFMLA”) LEAVE**

INSTRUCTIONS: You must provide this completed Notice to the Human Resources Department on the day that you leave early or arrive late because of your use of unscheduled IFMLA leave. If you miss a full day of work for unscheduled IFMLA leave you must provide this completed Notice to the Human Resources Department no later than 5:00 pm on your next regularly scheduled workday.

Notice from Employee who is leaving work to take IFMLA Leave

I am leaving work early today, _____, 20__ to use IFMLA leave during the following time period: ___:___ a.m. / p.m. to ___:___ a.m. / p.m.

Notice from Employee who missed the prior work day to take IFMLA Leave

I was unable to report to work as scheduled on _____, 20__ and used IFMLA leave on that day.

Notice from Associate who arrived late to work for IFMLA Leave

I was scheduled to begin work on _____, 20__ at ___:___ a.m. / p.m. I was unable to report to work on time as scheduled because I needed to use IFMLA leave. I arrived at _____: _____ a.m./p.m. I understand that the period of time between my scheduled start time and actual start time will be counted as IFMLA.

By signing below, I represent and promise that the foregoing information is true and accurate. I understand that fraudulent use or abuse of FMLA leave, including unscheduled intermittent FMLA leave, may result in discipline, up to and including termination of my employment.

Employee’s Printed Name

Employee’s Signature

Title/Position

Employee ID Number

Date

Date HR Received/Initial of Recipient