

Texas Department of Criminal Justice
FAMILY MEDICAL OR SICK LEAVE TRACKING LOG

Employee Name: _____

Month/Day of Birth: _____

Start Date	End Date	Family Medical Leave Used	PERS 301 Mail* or Sign Date	PERS 592 Date	PERS 594 Date	Verbal Recertification Date	Comments

*Mail Date Instructions:
 Enter the date that the form is to actually be mailed via U.S. Mail based on the mailroom operations at your unit or department.