
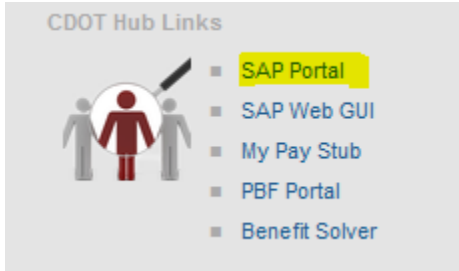
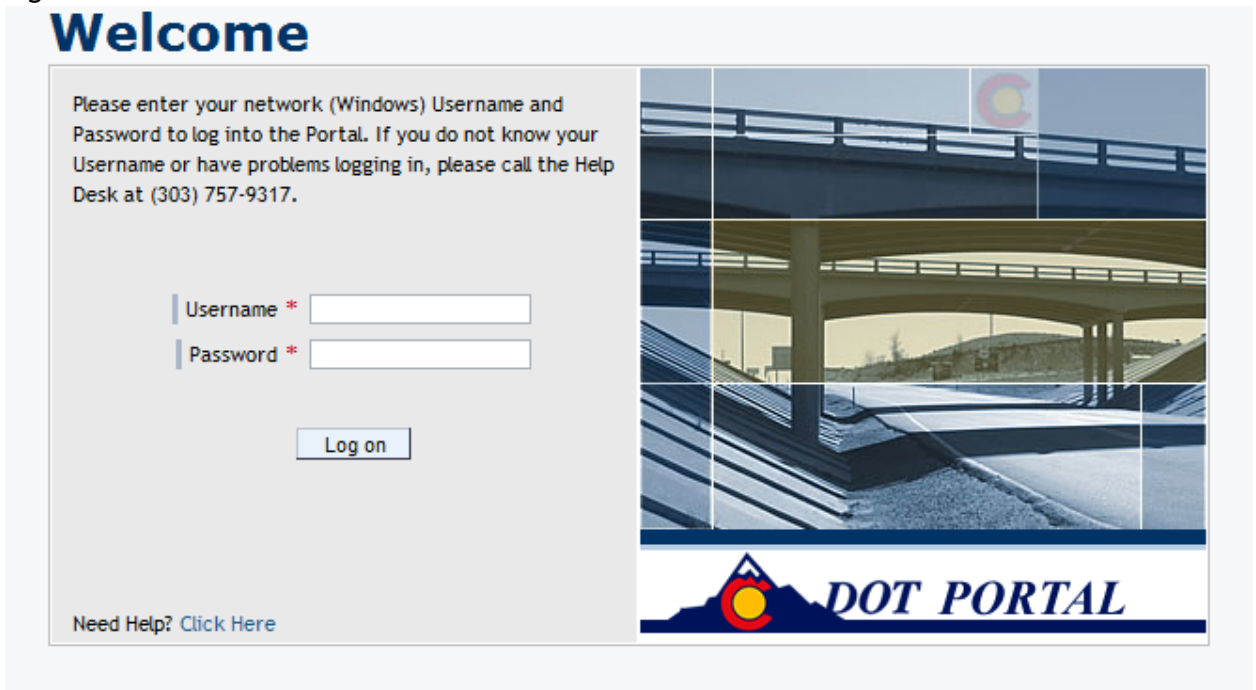


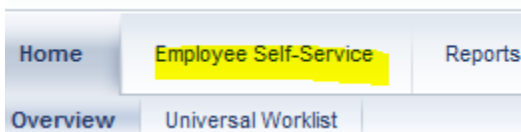
- Open Internet Explorer  from your work computer
- Scroll to the bottom right of the home page and CLICK on: SAP Portal



- Sign-in to the Portal as usual



- On the page that opens, in the upper left, CLICK on: Employee Self Service



- On the page that opens, look to the middle under Working Time, and CLICK on: Family Medical Leave Balance



- The Family Medical Leave Balance Report will open, showing the number of FML job protection hours available to you as of the current date, and also the dates in the future on which you will have additional FML hours restored

Date	# of FML Hours Restored	FML Balance
07/01/2015	1.00	470.50
07/08/2015	3.00	473.50
07/09/2015	2.00	475.50
07/23/2015	2.50	478.00
07/24/2015	2.00	480.00
09/29/2015	8.00	488.00
11/13/2015	8.00	496.00
11/14/2015	8.00	504.00
12/08/2015	8.00	512.00
12/12/2015	2.00	514.00
12/15/2015	4.00	518.00
03/31/2016	1.00	519.00
06/10/2016	1.00	520.00