

# Request FMLA - Leave of Absence



## Smart Guide

## Employees

### Purpose

Employees will use this process to request FMLA leave of absence, which differs from requesting time off. “Time off” often involves fewer days and the expected return date is known. “Leaves of absence” are generally longer-term and a return to work date is not always known.

A timesheet must be completed for the pay period the leave of absence begins and ends. This is true for all employees salaried or hourly. Please refer to the [Enter and Submit Time Smart Guide](#) for assistance.

### Audience

Employees

### Identify Type of Leave

Prior to accessing Workday, identify the reason for your leave:

- Type - Is the leave for you or for care of a family member?
- Duration - Is the leave continuous (multiple days in a row, block of time used at once) or Intermittent (periodic absences throughout a week, month, or year. Also includes a reduced work schedule)
- Dates - What dates are you estimating?

**Example:** John needs to request FMLA for his own serious health condition. His medical provider has told him that he will need 6 full weeks of continuous time away from work to recover.

Employees should select FMLA leave types even if eligibility requirements are not met. The Leave Manager will determine eligibility.

**Not sure if your absence is an FMLA qualifying reason?**

Consult the [LOA Decision Tree](#) for guidance, or contact the DAS Leave Administration Team at:

- Phone: 515-72-LEAVE or 515-725-3283 (8a-4:30p, M-F)
- Email: [LOA@iowa.gov](mailto:LOA@iowa.gov)
- Fax: 515-242-5070
- [DAS FMLA Website](#)

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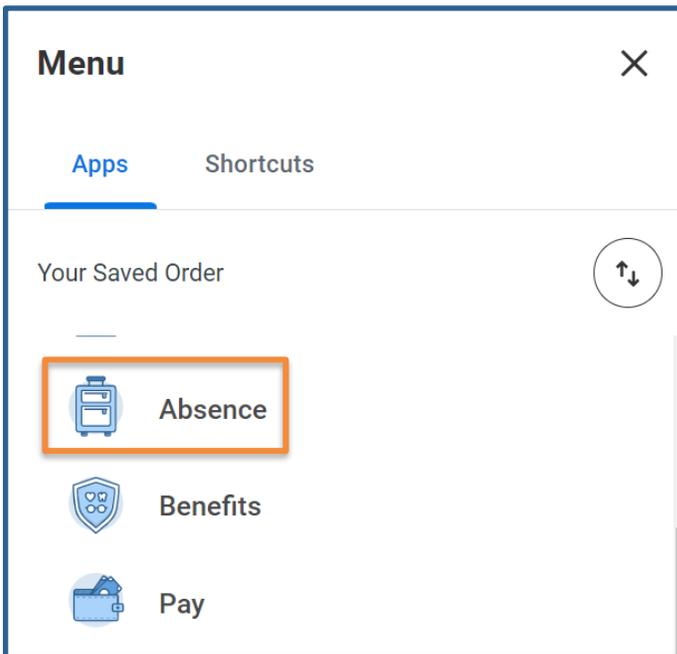
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## Request Leave of Absence

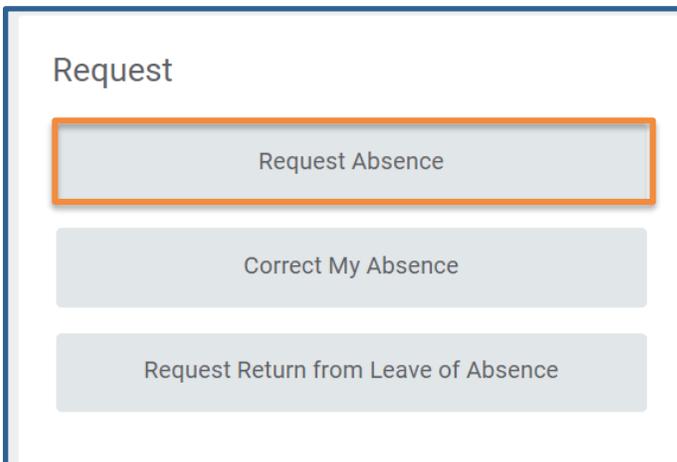
1. From the **Workday Home Page**, select the **Menu**.



2. Select the **Absence** app.



3. Select **Request Absence** from the **Request** menu.



4. Select the **days or date span** for your absence. A single date will likely not qualify for FMLA. You may:
  - a. From the **Absence Calendar**, select **each day needed individually**.

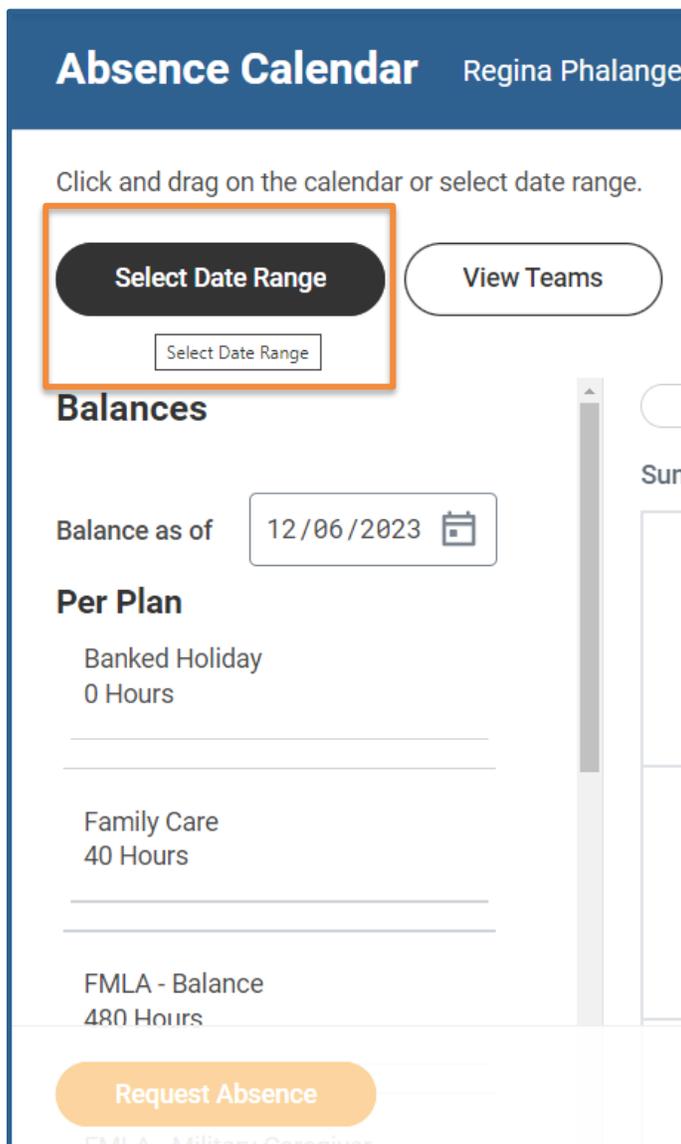
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Dec 1	2
3	4 Today	5	6	7	8	9
10	11	12	13	14	15	16

- b. From the **Absence Calendar**, select **multiple days** by selecting a day and hold the mouse click while dragging your mouse across multiple days.

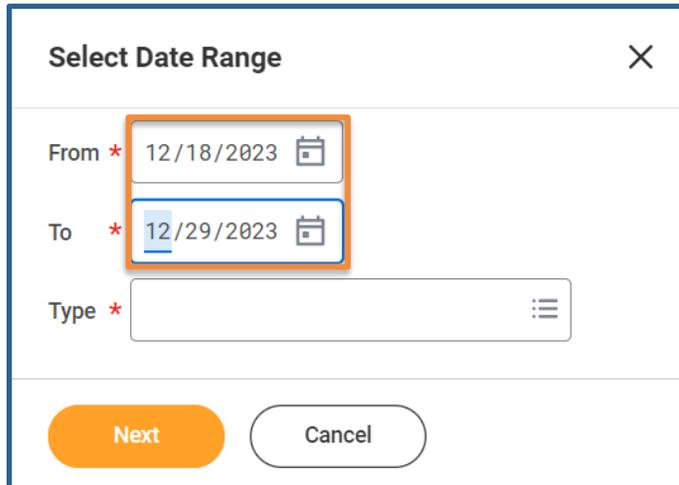
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26	27	28	29	30

**Note:** To deselect a day, select that day again.

- c. Choose **Select Date Range** in the upper left hand of your screen to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period. The date span can be up to a year, total.

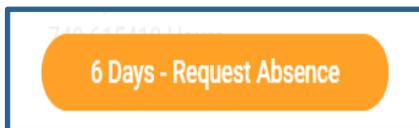


**Note:** Enter the **Date Range**. Workday will automatically skip Step 5. Use Step 6 for more information about which **Type** to select.

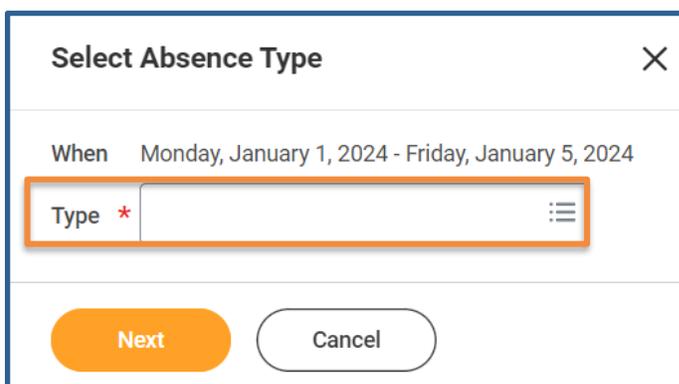


The screenshot shows a dialog box titled "Select Date Range" with a close button (X) in the top right corner. It contains three input fields: "From \*" with the date "12/18/2023" and a calendar icon, "To \*" with the date "12/29/2023" and a calendar icon, and "Type \*" which is currently empty and has a menu icon. At the bottom, there are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

5. Once the dates are selected, select **Request Absence**. The number of days you requested displays on the button to help confirm your request.

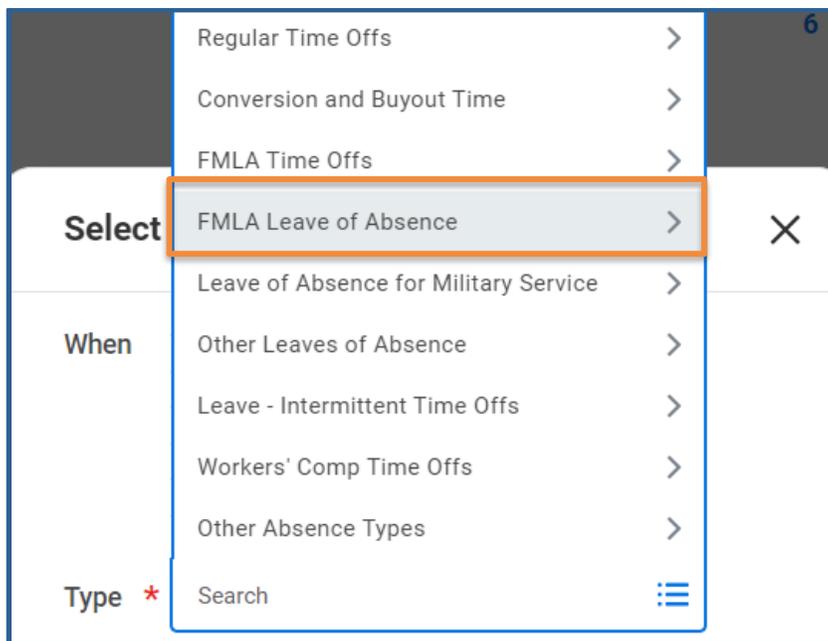


6. Select the field box next to **Type** and select the type of leave of absence:

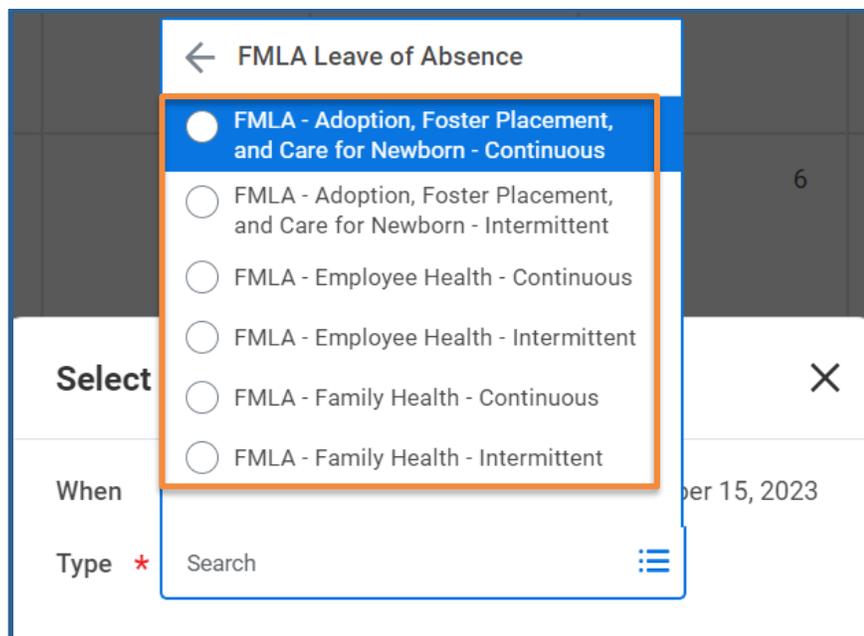


The screenshot shows a dialog box titled "Select Absence Type" with a close button (X) in the top right corner. It contains a "When" field with the text "Monday, January 1, 2024 - Friday, January 5, 2024" and a "Type \*" field which is currently empty and has a menu icon. At the bottom, there are two buttons: "Next" (orange) and "Cancel" (white with a grey border).

a. Select **FMLA Leave of Absence**.



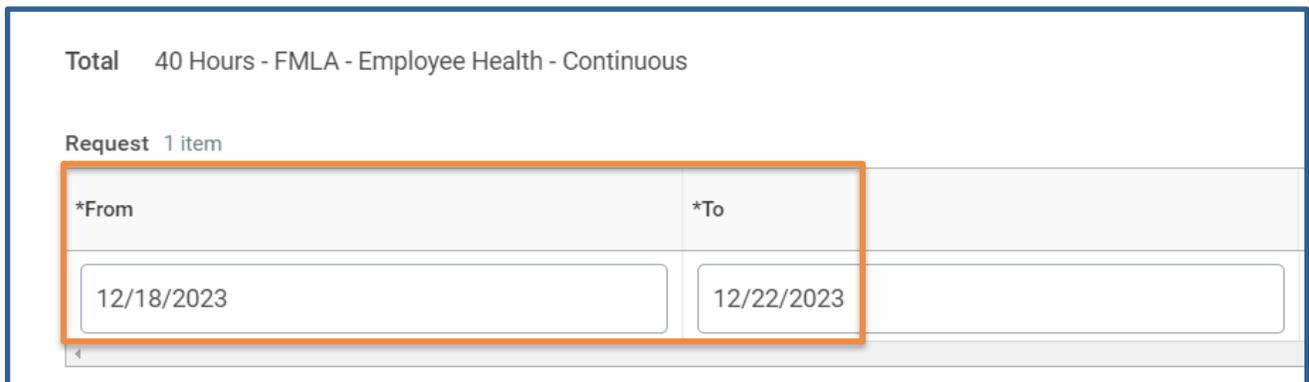
i. Select a **Leave of Absence Type** from the list provided in Workday.



ii.

7. Select **Next**.

8. Confirm the **Duration** of leave that you need.



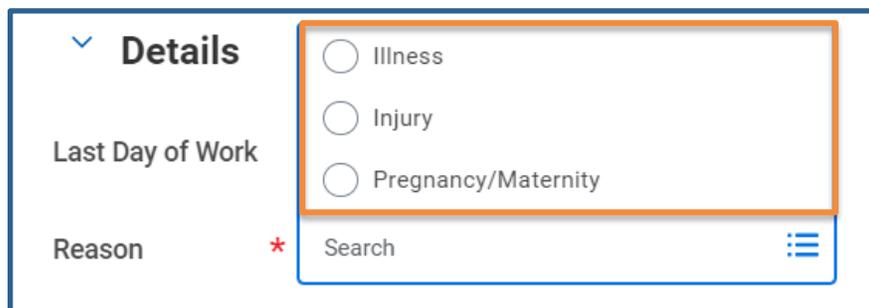
The screenshot shows a form with the following content:

- Total 40 Hours - FMLA - Employee Health - Continuous
- Request 1 item
- A table with two columns: **\*From** and **\*To**.
- Under **\*From**, the date 12/18/2023 is entered.
- Under **\*To**, the date 12/22/2023 is entered.

**Note:** The **Last Day of Work** auto populates to the Business day prior to the Start Date selected.

9. Select a **Reason** for leave.

a. For **FMLA Leave of Absence**, the following **Reasons** will populate:



The screenshot shows a form with the following content:

- Details** (expanded)
- Last Day of Work
- Reason \*
- A dropdown menu with the following options:  Illness,  Injury,  Pregnancy/Maternity.
- A search bar with the text "Search" and a menu icon.

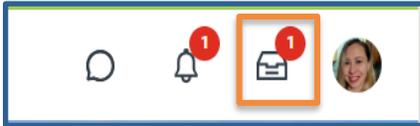
10. Select **Submit** to continue or **Cancel** to go back.

**Note:** Select Cancel to go back to your Absence Calendar. This **will not save** your request.

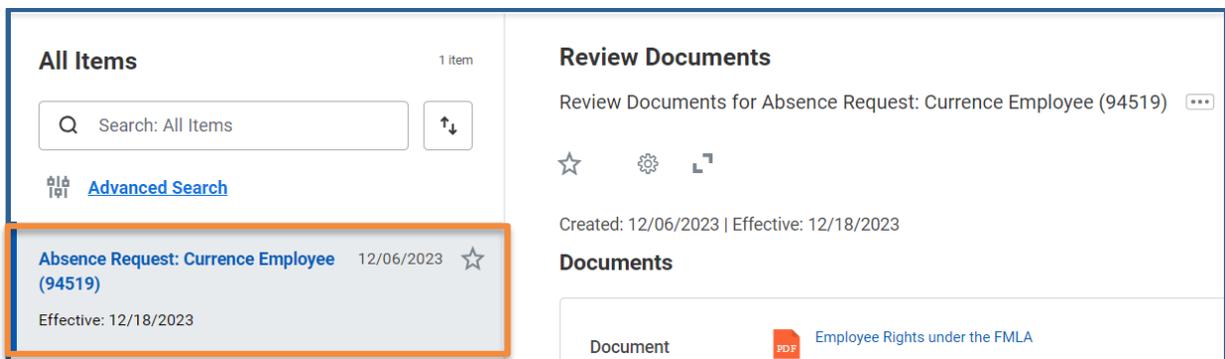
11. After submitting your **Leave of Absence Request**, you will receive a task to acknowledge your **FMLA Rights and Responsibilities** in your **My Tasks** (previously known as your Inbox).

## Acknowledge your FMLA Rights and Responsibilities

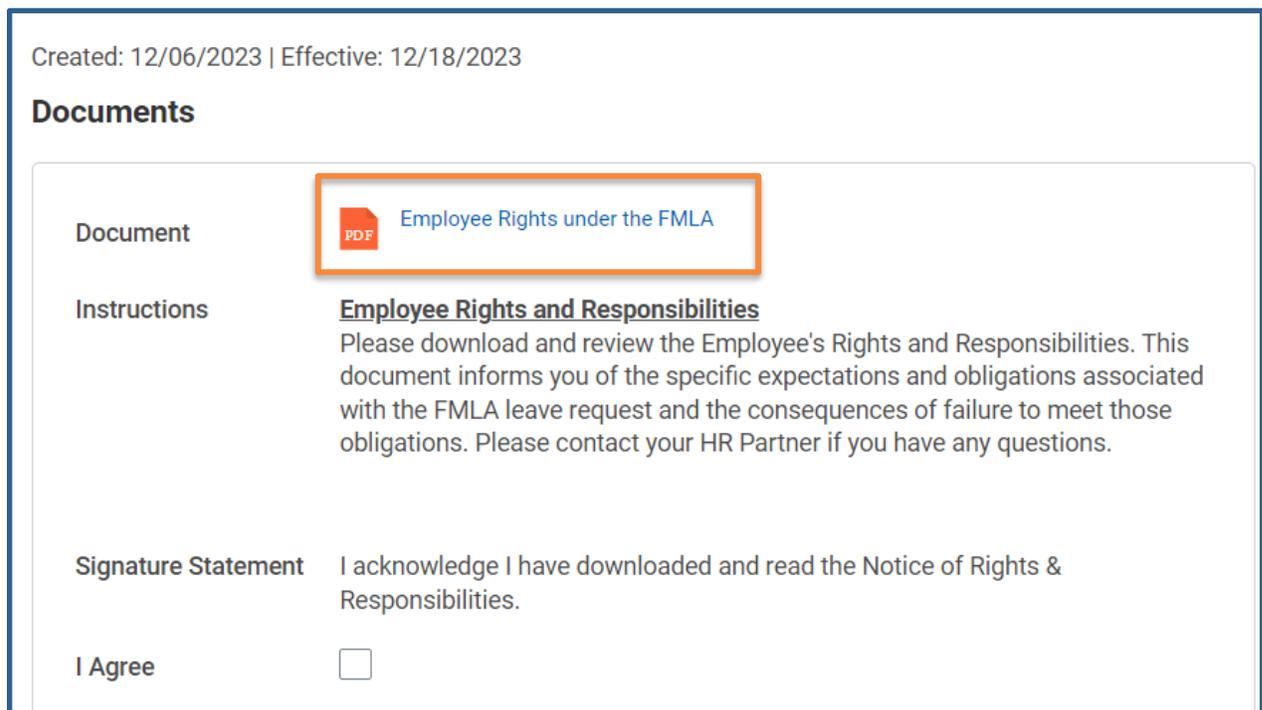
1. From your **Workday Homepage**, select **My Tasks**.



2. Open your **Absence Request task** to view and acknowledge your **FMLA Rights and Responsibilities**.



3. Select **Employee Rights under the FMLA** to download and review the file.



4. Confirm your **acknowledgement** by selecting the **checkbox** next to **I Agree**.

Created: 12/06/2023 | Effective: 12/18/2023

### Documents

Document	 Employee Rights under the FMLA
Instructions	<b><u>Employee Rights and Responsibilities</u></b> Please download and review the Employee's Rights and Responsibilities. This document informs you of the specific expectations and obligations associated with the FMLA leave request and the consequences of failure to meet those obligations. Please contact your HR Partner if you have any questions.
Signature Statement	I acknowledge I have downloaded and read the Notice of Rights & Responsibilities.
<b>I Agree</b>	<input type="checkbox"/>

**Note:** If this is a FMLA Employee Health Condition - Continuous, select the **Return to Work form** to download and review the instructions for this requirement.

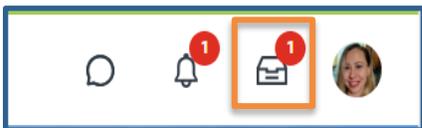
Document	 Return to Work Form
Instructions	You are <b>required</b> to have this Return to Work Certification Form completed by the healthcare provider who has knowledge regarding your reason for using FMLA leave.  Download the attached Return to Work Certification Form. When you are released to return to work, complete the form with your healthcare provider. Next, attach the completed form to the Request Return from Leave, or provide it to your Manager to attach to your Request Return from Leave. Failure to provide a completed Return to Work Certification may cause delay or denial of your return to work under Family and Medical Leave regulations.  <b>Note:</b> After clicking on "submit" your request will be reviewed by the LOA Team and then FMLA paperwork will be sent to your Workday Inbox.

5. Select **Submit**.

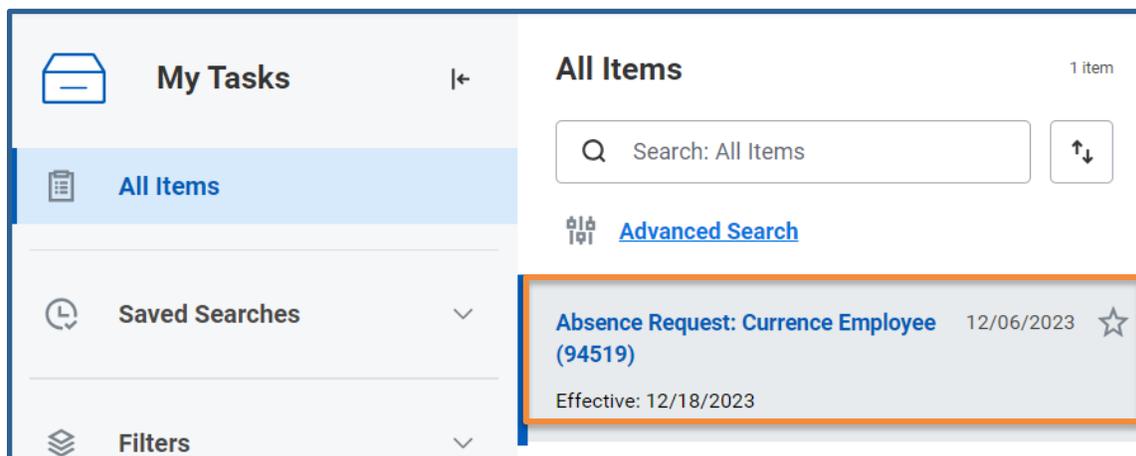
6. After submitting, the **acknowledgement** that you downloaded and read the **Notice of Rights and Responsibilities**, the task will route to a Leave Manager. The Leave Manager will review your request for eligibility within 5 business days.
  - a. If you are eligible, you will receive a task that contains a **Certification of Health Care Provider (CHCP)**. This form will need to be completed by you and your Health Care Provider **within 15 days**.
  - b. If you are not eligible for FMLA, the Leave Manager will reach out to you via email to explore other options.

### Access Certification of Health Care Provider (CHCP)

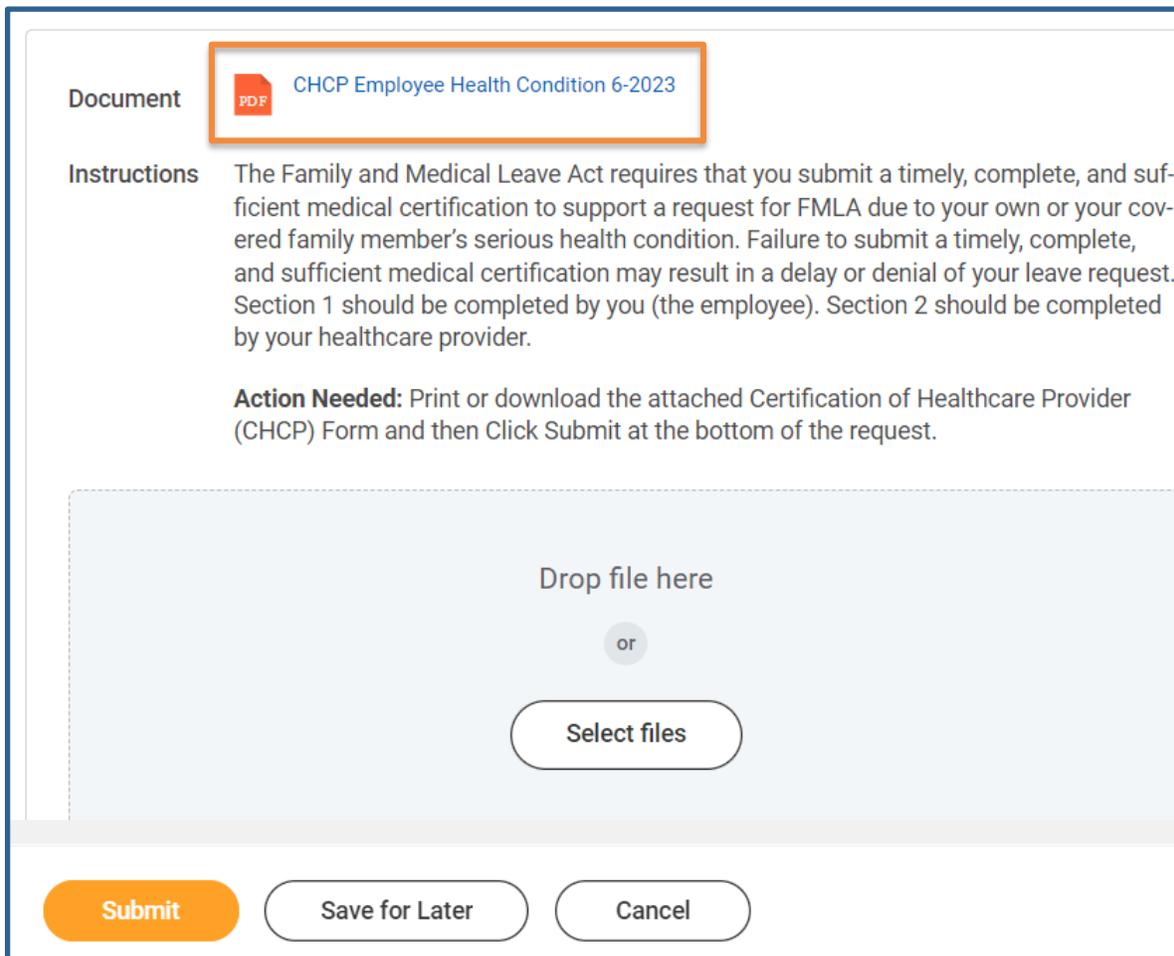
1. From your **Workday Homepage**, select **My Tasks**.



2. Open your **Absence Request task** to review the required documents for your Absence Request.



3. Select the **CHCP document** to download or print.



The screenshot displays a web interface for submitting a request. At the top, there is a 'Document' section with a PDF icon and the title 'CHCP Employee Health Condition 6-2023', which is highlighted with an orange box. Below this is an 'Instructions' section containing text about the Family and Medical Leave Act and a section titled 'Action Needed' that instructs the user to print or download the form and click 'Submit'. A large light blue area with a dashed border contains the text 'Drop file here' and 'or' above a 'Select files' button. At the bottom of the interface are three buttons: 'Submit' (orange), 'Save for Later', and 'Cancel'.

4. Once you receive the **final CHCP** from the **provider**, you will **Select files to locate** the file **or Drop** the **CHCP form** to the **Review Documents** task.

**Note:** You may select Submit if your provider will FAX the document to the Leave Team.

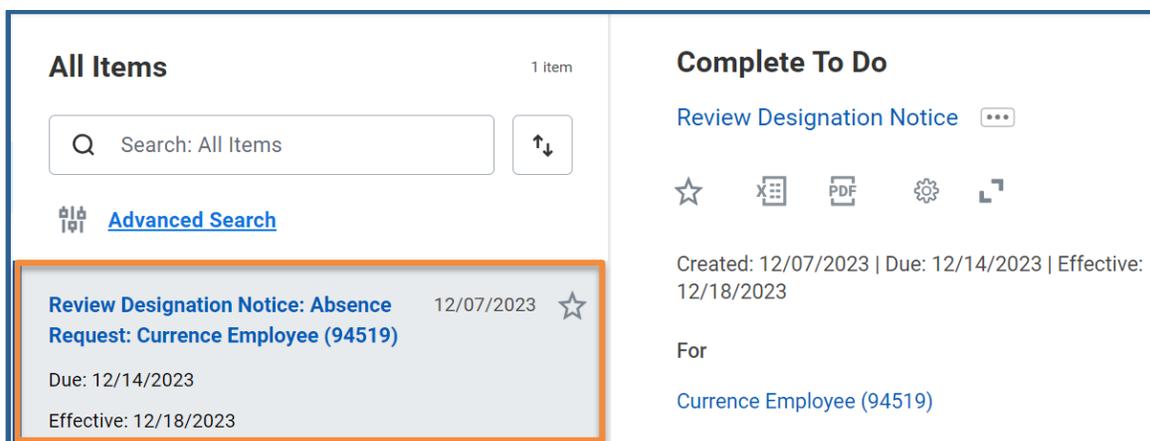
5. Once the file has been added, select **Submit**. The task will be routed to the Leave Manager. You will receive a task and an email from the DAS Leave Team of the decision within five business days.

## Finalize Request

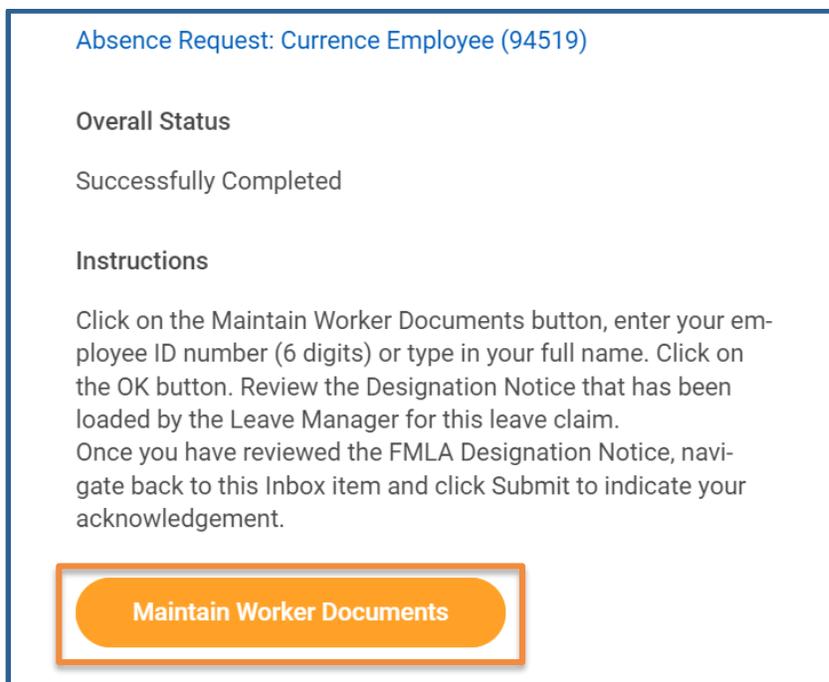
1. From your **Workday Homepage**, select **My Tasks**.



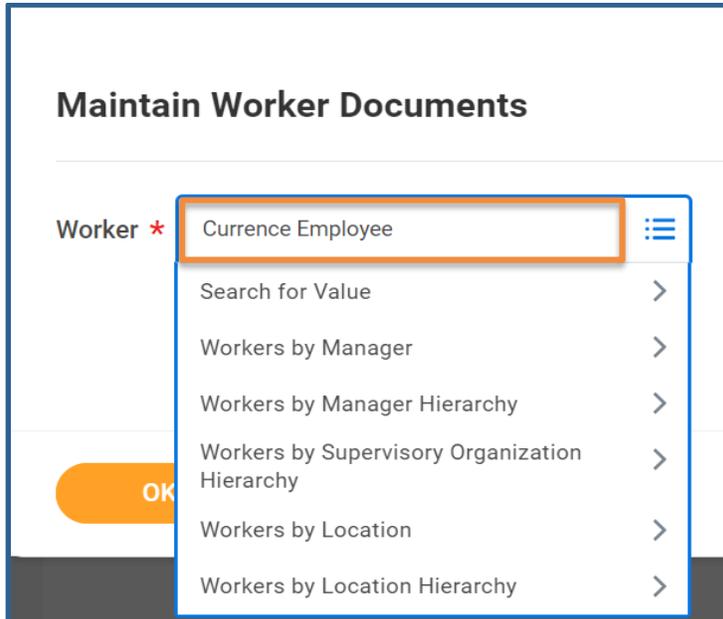
2. Open your **Review Designation Notice** task to read the uploaded **FMLA Designation Notice**.



3. Select **Maintain Worker Documents**.



4. Enter your **Name** or **Employee ID** in the **Worker** field and select **Enter** on your keyboard to search.



5. Select your **Name** and choose **OK**.
6. Locate and select the **Designation Notice** to download and review.

3 items

Worker Document	Document Category	Business Process	Comment
<a href="#">me.webp</a>	Personal Information	<a href="#">Contact Change: Currence Employee (94519)</a>	Christina Yeager
<a href="#">CHCP EE Health Condition.pdf</a>	FMLA Designation		TESTING DOC
<a href="#">Designation Notice APPROVAL Employee, Currence.pdf</a>	FMLA Designation		Approval - 23FMLA12345

7. Once you have reviewed, select the **My Tasks** icon.



8. Open the **Review Designation Notice** task.

The screenshot displays a task management interface with two main panels. The left panel, titled "All Items", shows a search bar with the text "Search: All Items" and a "1 item" indicator. Below the search bar is a link for "Advanced Search". A single task is listed and highlighted with an orange border: "Review Designation Notice: Absence Request: Currence Employee (94519)" with a date of "12/07/2023" and a star icon. Below the task title, it shows "Due: 12/14/2023" and "Effective: 12/18/2023". The right panel, titled "Complete To Do", shows the expanded view of the selected task. It includes a title "Review Designation Notice" with a menu icon, a star icon, a list icon, a PDF icon, a settings icon, and a refresh icon. Below these icons, it displays the task details: "Created: 12/07/2023 | Due: 12/14/2023 | Effective: 12/18/2023". Underneath, it says "For Currence Employee (94519)". Below that, it shows "Overall Process Absence Request: Currence Employee (94519)". At the bottom of the right panel, there is a section for "Overall Status" with a dropdown arrow. At the very bottom of the interface, there are three buttons: a menu icon (three dots), a "Save for Later" button, and a prominent orange "Submit" button.

9. Select **Submit**.

**FMLA – Entering Time Offs**

You will need to enter time offs with your leave of absence for both continuous and intermittent leaves of absence. This is true for hourly and salaried employees.

**Note:** Continuous leave of absence – If your leave is foreseeable (e.g. scheduled surgery), you can enter the time offs on your absence calendar prior to your leave of absence. If your leave is unforeseeable, your Manager, HR Partner, or the Leave Manager will update your Absence Calendar and use your applicable paid time offs. Applicable paid time offs should be used in this order, unless otherwise stated by employee and/or management.

Type of FMLA	Usage of Time Offs
Leave for Employee Health Condition	1st Sick 2nd Vacation 3rd Compensatory/Banked
Leave to Care for a Family Member	1st Family Care 2nd Vacation 3rd Compensatory/Banked
Bonding, Adoption or Foster Placement	1st Family Care 2nd Vacation 3rd Compensatory/Banked (SPOC only – may use Sick)

## FMLA Time Offs

1. Select **FMLA Time Offs**.

The screenshot shows a 'Select Absence Type' modal window. The 'Select' section lists several options: Regular Time Offs, Conversion and Buyout Time, FMLA Time Offs (highlighted with an orange box), FMLA Leave of Absence, Leave of Absence for Military Service, Other Leaves of Absence, Leave - Intermittent Time Offs, Workers' Comp Time Offs, and Other Absence Types. The 'When' section is currently empty. The 'Type \*' section has a search bar. At the bottom, there are 'Next' and 'Cancel' buttons.

- 2.
3. Select the **appropriate time off** from the list provided in Workday.

The screenshot shows the 'Select Absence Type' modal with the 'FMLA Time Offs' section expanded. Under this section, there are four radio button options: 'FMLA Banked Holiday Time Off' (which is selected), 'FMLA Family Care Time Off', 'FMLA Sick Time Off', and 'FMLA Vacation Time Off'. The 'When' section is empty. The 'Type \*' section has a search bar. At the bottom, there are 'Next' and 'Cancel' buttons.

4. Confirm the **Duration** of leave that you need.

The screenshot shows a form with the following content:

- Total 40 hours - FMLA Sick Time Off
- Request 1 item
- A table with two columns: **\*From** and **\*To**.
- Under **\*From**, there is a date input field containing 12/18/2023.
- Under **\*To**, there is a date input field containing 12/22/2023.

An orange box highlights the **\*From** and **\*To** fields and their respective date inputs.

5. Review the **hours per day** and adjust accordingly.

The screenshot shows a table with the following content:

Quantity per Day	Total
8 hours	40 hours

To the right of the table is a button labeled **Edit Quantity per Day**.

An orange box highlights the **Quantity per Day** and **Total** columns of the table.

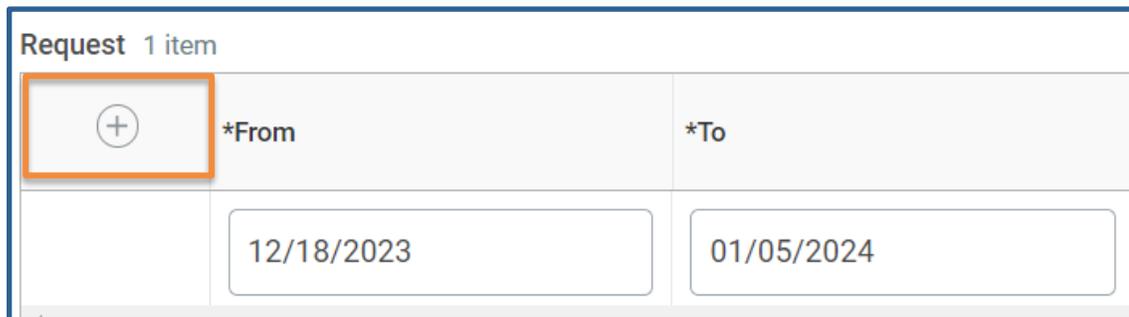
6. To adjust the hours, select **Edit Quantity per Day**.

The screenshot shows the same table and button as in the previous screenshot:

Quantity per Day	Total
8 hours	40 hours

The **Edit Quantity per Day** button is highlighted with an orange box.

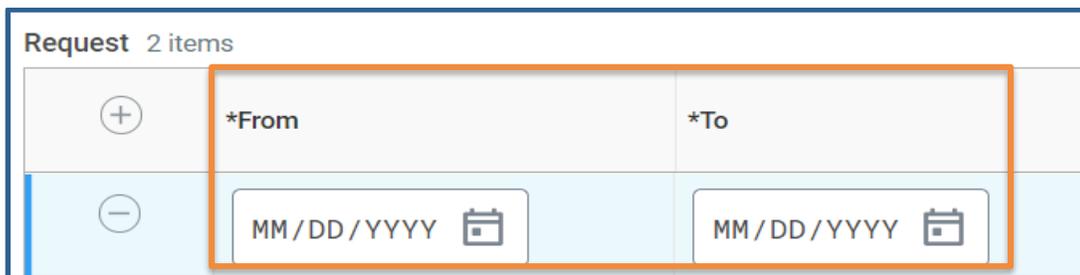
**Note:** To add **additional** FMLA Time Off Types, select the **plus sign icon**.



Request 1 item

	*From	*To
	12/18/2023	01/05/2024

a. Select the **Duration**.



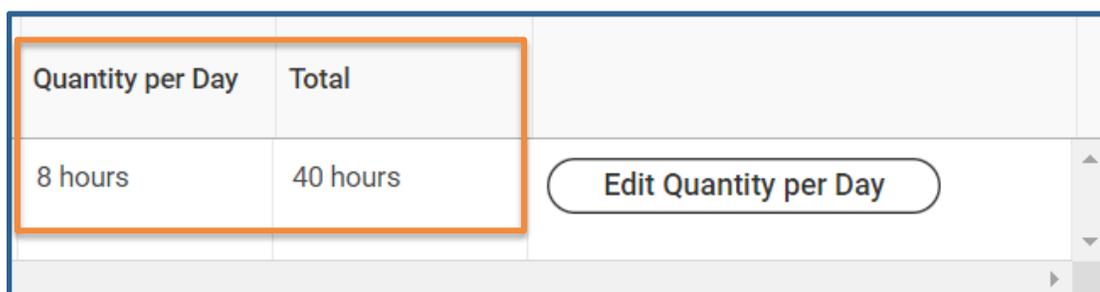
Request 2 items

	*From	*To
	MM/DD/YYYY 	MM/DD/YYYY 

b. Select the **FMLA Time Off Type**.

c. **Note:** The Time Off selected **must be a FMLA labeled Time Off Type**.

d. Review the **hours per day** and adjust accordingly.



Quantity per Day	Total
8 hours	40 hours

[Edit Quantity per Day](#)

e. To adjust the hours, select **Edit Quantity per Day**.

Quantity per Day	Total	
8 hours	40 hours	<b>Edit Quantity per Day</b>

7. For **FMLA Time Offs**, the following **Reasons** will populate:

The screenshot shows a dropdown menu for selecting a reason. The menu is open, showing two options: "Continuous Time Off" and "Intermittent Time Off". The "Intermittent Time Off" option is highlighted with an orange box. Below the dropdown is a search bar labeled "Reason \*" with a search icon and a menu icon.

a. Enter the following in the **Comments** box:

i. If **Intermittent Leave of Absence**, enter:

- **Leave Claim ID.**

- a. Located in your Worker Profile > Personal > Additional Data > Leave Claim ID.

- Enter either **incapacity** or **office visit**.

8. Select **Submit** to continue or **Cancel** to go back.