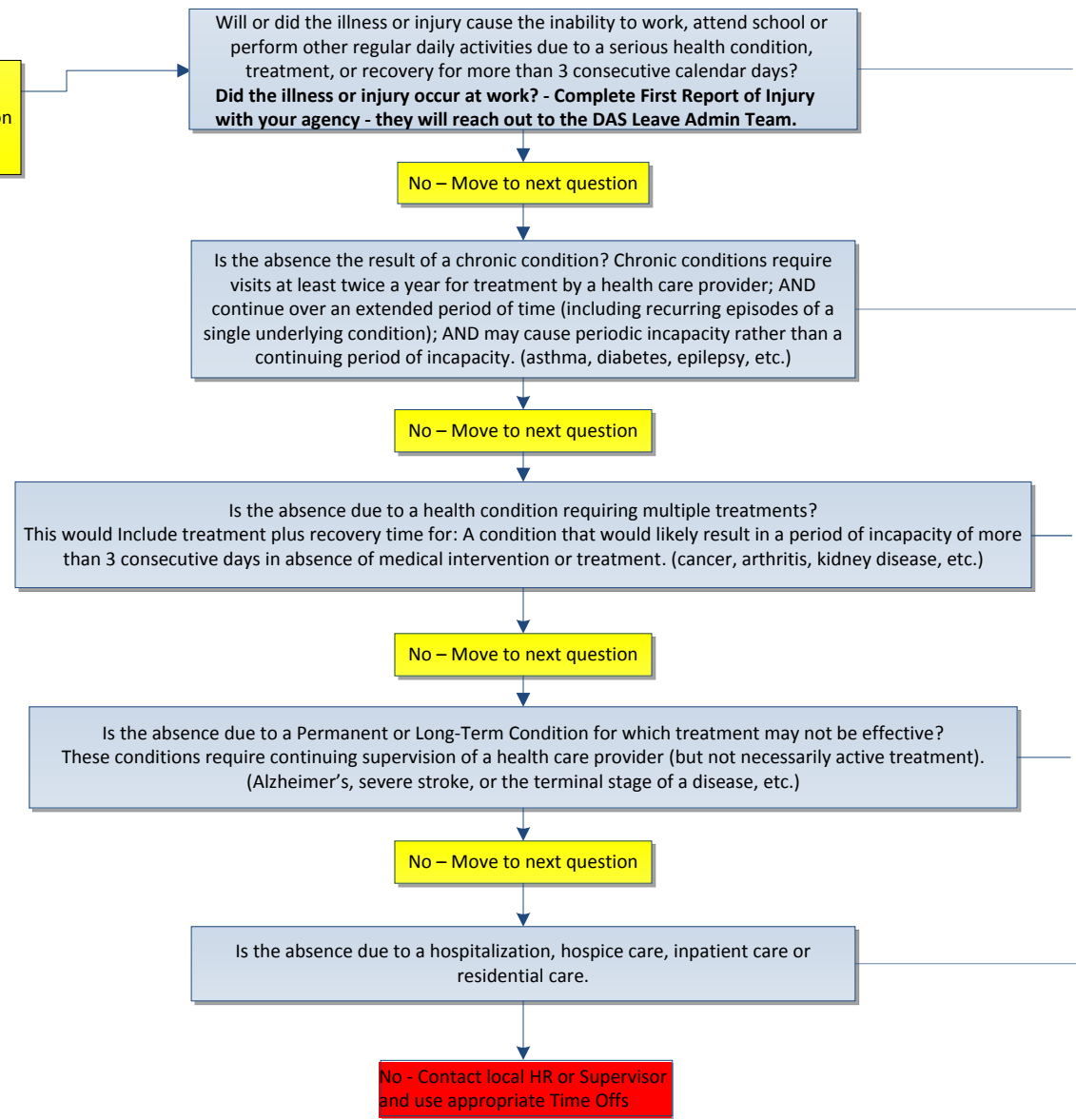
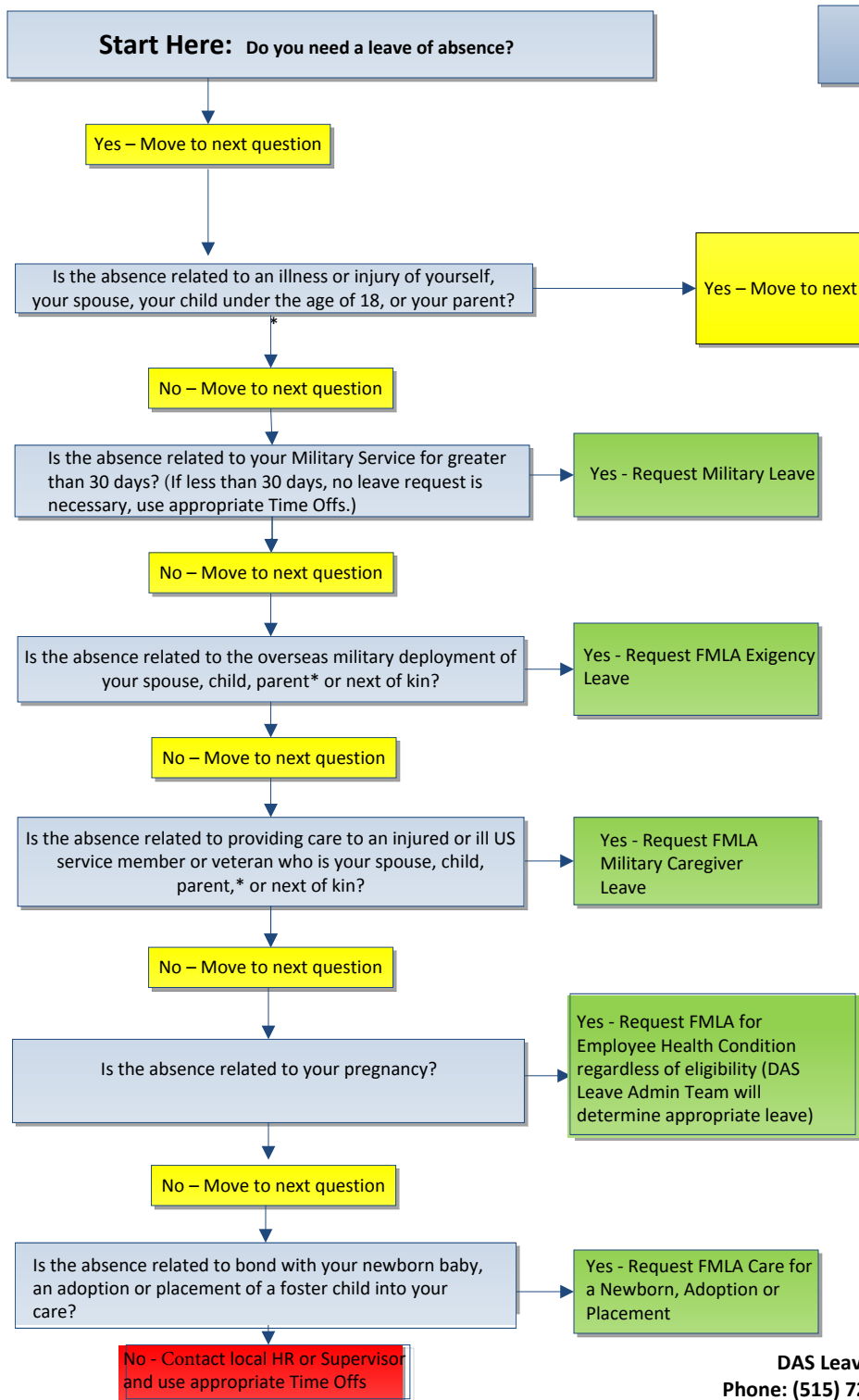


When to Request a Leave of Absence in Workday



Yes, Request FMLA regardless of eligibility (DAS Leave Admin Team will determine appropriate leave)

Request one of the following leaves of absence as applicable:

Injury or Illness for yourself

Continuous Leave

- FMLA Employee Health Condition (Use this for a continuous leave of absence that is utilizing Paid Time Offs)
- FMLA Employee Health Condition (Unpaid) (Use this for a continuous leave of absence if you are completely out of Paid Time Offs)

Note: Employees are required to use all of their applicable paid time off before incurring any unpaid time off, unless a leave retention request is completed at the time of leave approval.

Intermittent Leave

- Intermittent FMLA Employee Condition (This is used for both Paid Time Offs and Unpaid Time Offs.)

Injury or Illness for your spouse, child under the age of 18 or your parent

Continuous Leave

- FMLA Family Health Condition (Use this for a continuous leave of absence that is utilizing Paid Time Offs)
- FMLA Family Health Condition (Unpaid) (Use this for a continuous leave of absence if you are completely out of Paid Time Offs)

Note: Employees are required to use all of their applicable paid time off before incurring any unpaid time off, unless a leave retention request is completed at the time of leave approval.

Intermittent Leave

- Intermittent FMLA Family Health Condition (This is used for both Paid Time Offs and Unpaid Time Offs.)

DAS Leave Administration Team
Phone: (515) 72-LEAVE Fax: (515) 242-5070
Email: LOA@iowa.gov

* Children over the age of 18 incapable of self care and individuals *in loco parentis* also qualify. An "in loco" parent must have had financial or other day to day support obligations for the child or when the employee was a child.