

## FMLA Time Offs

### Salaried Employees

Type of Leave	Pay Period	EE/Mgr Absence Entry	EE/Mgr Timesheet Entry
Continuous FMLA Paid	→ Full Pay Period	→ Enter Paid FMLA Time Offs on Absence Calendar	→ Time Worked Not Required
Continuous FMLA Unpaid	→ Full Pay Period	→ Enter Unpaid Time Offs on Absence Calendar	→ Time Worked Not Required
Continuous FMLA Paid	→ Start or End FMLA Leave in Mid Pay Period	→ Enter Paid FMLA Time Offs on Absence Calendar	→ Time Worked is Required on Time Entry Calendar
Continuous FMLA Unpaid	→ Start or End FMLA Leave in Mid Pay Period	→ Enter Unpaid Time Offs on Absence Calendar	→ Time Worked is Required on Time Entry Calendar
Intermittent FMLA	→ At any point during Pay Period	→ Enter Intermittent FMLA Paid and/or Unpaid Time Offs on Absence Calendar	→ Time Worked Not Required

### Hourly Employees

Type of Leave	Pay Period	EE/Mgr Absence Entry	EE/Mgr Timesheet Entry
Continuous FMLA Paid	→ Full Pay Period	→ Enter Paid FMLA Time Offs on Absence Calendar	→ Workday will not allow Time Entry
Continuous FMLA Unpaid	→ Full Pay Period	→ Enter Unpaid Time Offs on Absence Calendar	→ Workday will not allow Time Entry
Continuous FMLA Paid	→ Start or End FMLA Leave in Mid Pay Period	→ Enter Paid FMLA Time Offs on Absence Calendar	→ *Time Worked is Required on Time Entry Calendar
Continuous FMLA Unpaid	→ Start or End FMLA Leave in Mid Pay Period	→ Enter Unpaid Time Offs on Absence Calendar	→ *Time Worked is Required on Time Entry Calendar
Intermittent FMLA	→ At any point during Pay Period	→ Enter Intermittent FMLA Paid and/or Unpaid Time Offs on Absence Calendar	→ Time Worked is Required on Time Entry Calendar

\*Employees must be returned from a continuous FMLA before Time Worked is allowed on the Time Entry Calendar.