

Request FMLA - Leave of Absence Smart Guide



Employees

This process is used for an employee to request FMLA -leave of absence, which differs from requesting time off. Whereas “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. All employees should select from the FMLA leave types even if eligibility requirements are not met. The Leave Manager will determine eligibility when they receive the approval step.

Audience

Employees

Identify Type of Leave

Prior to accessing Workday, identify the reason for your leave, the duration of leave, and the estimated time frame that you will be absent from work.

- *Reason:* Is the leave for you or 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.

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

Request FMLA - Leave of Absence Smart Guide



Employees

Request Leave of Absence

1. From the **Workday Home Page**, choose the **Absence** Worklet.
2. Select **Request Absence** from the **Request** menu.
3. You can review how many days you have left for the current calendar year by looking at the **Balances** column on the left.
4. Select the days for your absence. You may:
 - a. Click on one or more days.
 - b. Click and drag to select multiple days.
 - c. Click on a selected day to deselect it.
 - d. Click **the Select Date Range** button 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.
5. Once the dates are selected, select the **Request Absence** button. The number of days you requested

dynamically displays on the button to help confirm your request.

Note: If a continuous leave is selected, an employee cannot choose the “unpaid” option unless they are completely out of paid time offs.

6. Select the **Reason** for the of leave of absence:
 - a. Leave for Employee Health Condition
 - b. Leave to Care for a Family Member
 - c. Leave for Military Service and Military FMLA
7. Select the **Type** and **Duration** of leave that you need.

Note: Under the drop-down menu for Employee Health Condition, you have two options to select from:

- *FMLA Employee Health Condition* – A continuous block of time that is paid for your own health condition (includes pregnancy)
- *Intermittent FMLA Employee Health Condition* – An intermittent leave that may be once a week, once a month or more frequently during, for your own health condition

Request FMLA - Leave of Absence Smart Guide



Employees

Note: There are additional drop-down selections for Care of a Family Member and Military FMLA which includes Exigency and Care for a Service Member.

8. Click **Next** to continue or **Cancel** to go back.
9. Review the **Request Absence** page details for accuracy, which include:
 - a. From
 - b. To
 - c. Type
 - d. Total
 - e. Last Day of Work
10. Enter Reason – **Injury, Illness or Pregnancy**
11. Review the information and click **Submit** or **Cancel** to go back to your Absence Calendar.
10. Navigate to your Workday Inbox.
11. Open your Absence Request to view and acknowledge your FMLA Rights & Responsibilities and click **Submit**.

Note: After submitting, your leave of absence request will route to a Leave Manager. The Leave Manager will

review your request for eligibility. If you are eligible, you will receive an Inbox item that contains a Certification of Health Care Provider (CHCP). This form will need to be completed by you and your Health Care Provider within fifteen days. If you are not eligible for FMLA, the Leave Manager will reach out to you to explore other options.

12. Navigate to your Inbox and access the **Review Documents** request. You can save the “Review Documents” request in your Inbox until the CHCP is ready for upload.

13. Once you receive the completed CHCP, you will **Upload** or **Drop** the CHCP form to the request.

Note: The completed CHCP may also be faxed to the DAS Leave Administration Team.

14. Click **Submit**. The CHCP will be routed to the Leave Manager to approve or deny the leave. Once a decision has been made, you will receive a “To Do” in your Workday Inbox.

Request FMLA - Leave of Absence Smart Guide



Employees

15. Navigate to your Workday Inbox, access the “To Do”. Click on the **Maintain Worker Documents button** and read the uploaded FMLA Designation Notice.

16. After reviewing the notice, navigate back to the “To Do” and click on **Submit**. You will then see a reminder to complete a Leave Retention Request.

17. Click on the **Create Request button** to elect to participate or decline.

Note: Please read specific rules that apply to Leave Retention.

18. Navigate back to the Reminder and click **Submit**.

FMLA Approval – 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, the Leave Manager will update your Absence Calendar and use your applicable paid time offs.

Continuous Time Offs

1. From the **Workday Home Page**, choose the **Absence** Worklet.
2. Select **Request Absence** from the **Request** menu.
3. You can review how many days you have left for the current calendar year by looking at the **Balances** column on the left.

Request FMLA - Leave of Absence Smart Guide



Employees

4. Select the days for your absence. You may:
 - a. Click on one or more days.
 - b. Click and drag to select multiple days.
 - c. Click on a selected day to deselect it
5. Click **the Select Date Range** button in the upper left hand of your screen to enter an extended date range.
6. Click the orange **# Days - Request Absence** button in the lower left hand of your screen.
7. In the drop-down menu, Select the **Leave – Continuous Time Offs** and choose the applicable paid time offs.
8. Click **Next** to continue or **Cancel** to go back.

Intermittent Time Offs

Each absence associated with your intermittent leave must be reported on the Absence Calendar within 2 business days.

Follow the previous 8 steps (Under the Continuous Time Offs section), but in the drop-down menu, select **Leave – Intermittent Time Offs** and choose the applicable paid and unpaid time offs.