This Job Aid reviews steps within the FMLA process

• Request FMLA Leave
• Request Leave Retention Hours
• Enter Applicable Time Offs
• Return from FMLA Leave
Types of FMLA Leave:

- **FMLA – Self** would be requested if an employee needs leave for their own serious health condition or for the arrival of a child (birthing parent).
- **FMLA – Family** would be requested if an employee needs leave to care for an immediate family member (child, spouse or parent) with a serious health condition, adoption, for the arrival of a child (non-birthing parent) or for foster child placement.
- **FMLA – Care of Servicemember** would be requested if an employee needs leave to care for a covered servicemember who has a serious injury or illness incurred in the line of duty.
- **FMLA – Exigency (Family on Active Duty)** would be requested if an employee needs to take leave in conjunction with a servicemember’s call to duty.
1. Navigate to the Absence Application

*The manager, HR/Absence Coordinator and HR Partner can initiate an FMLA request on behalf of an employee. Navigate to the Worker’s Absence Calendar and follow steps noted in #3 on this guide. To get to the Absence Calendar: Navigate to the Worker’s Profile > Select Actions (under employee’s name) > Hover over Time and Leave > Select Enter Absence

2. Initiate Request Absence
3. Request Leave – FMLA
   a. Select the date on the Absence Calendar that will be the first date of FMLA
   b. Click “1 Day – Request Absence button” in lower left-hand corner

   c. Type FMLA and select the applicable type of FMLA
   d. Click Next
e. Adjust “To” Date to estimated last day of FMLA
f. Select the “Reason,” if applicable
g. Click Submit

The FMLA request has now been submitted to UHR for review for FMLA eligibility. The FMLA absence will show on the absence calendar in a gray strip, this will turn to green once the FMLA has been approved and the business process is complete.
4. Review Documents

Once UHR has reviewed for FMLA eligibility the employee will receive a “review documents” step in the Inbox.

a. Review & Acknowledge the Notice of Eligibility and Responsibilities form

b. Download the FMLA Certification form and bring to the treating Health Care Provider for completion.

c. Once completed upload the FMLA Certification form into the Review Documents Inbox item

d. Click Submit

The FMLA Certification has now been submitted to UHR to review and determine applicable FMLA parameters.
5. Review Designation Notice

Once UHR has reviewed the FMLA Certification form the employee will receive a notification that the FMLA Designation Notice is Available to review.

a. Navigate to Worker Profile by clicking on your photo in the upper right hand corner

b. Select Overview on the left hand side
c. Select Documents in the upper right to view the Designation Notice that was uploaded by UHR

The Manager and HR/Absence Coordinator will also receive a notification that the FMLA Designation Notice is available to review. They will be able to view the Designation Notice that was uploaded, but will not be able to view medical information.
6. Complete To Do – Request Leave Retention Hours

Retaining vacation time off is optional.

Note: you will not be able to elect to retain the vacation hours until the FMLA leave has begun.

To retain vacation hours follow the steps in the To Do:

a. In the search bar type “Create Request”

b. Type “Leave Retention” into the Request Type field & select OK

If you do not wish to retain vacation hours you may just Submit the To Do without following the instructions to Create Request.
7. Review Request to Retain Vacation – HR/Absence Coordinator

Once the employee has completed the Leave Retention request the HR/Absence Coordinator will receive an inbox item to review the request.

   a. Review the employee’s answers on the Leave Retention questionnaire and ensure the worker has enough vacation time to cover what they’ve elected to retain

      If the employee does not have enough vacation time to cover what they’ve elected to retain, add a comment and send back to the employee for correction.

8. Add retained vacation hours to Leave Retention while on FMLA custom object – HR/Absence Coordinator

   a. Navigate to the employee’s profile
   b. Select Personal on the left hand side
   c. Select Additional Data at the top of the page
   d. In the Leave Retention while on FMLA custom object enter the number of hours the employee has elected to retain using the edit button
   e. Return to the Inbox and Approve the request
9. Enter Applicable Time Offs

FMLA Leave is unpaid, in order to receive pay you must have paid Time Offs entered. As applicable, please enter accrued Sick, Vacation, Vacation Credit, Compensatory Time or Leave Without Pay in the Absence Calendar. The time-offs may be entered by the employee, manager or HR/Absence Coordinator, if needed.

a. Navigate to the Absence Application
b. Initiate Request Absence

c. Select the appropriate beginning date on the Absence Calendar
d. Click “1 Day – Request Absence button” in lower left-hand corner

For Benefits purposes, if the employee does not have accrued time off to use they will need to be placed on Leave Without Pay concurrently with the FMLA.

*If the Manager or HR/Absence Coordinator is entering applicable Time Offs make sure to check whether or not the employee has elected to retain vacation hours (see page 8, step #8 of this job-aid for steps to view this custom object)
HCM: FMLA Leave

e. Type Sick (or applicable Time Off type)
f. Click Next

g. Adjust “To” Date to appropriate ending date
h. Click Submit

The Time Off request will flow to the manager for approval.

For Time Off during Intermittent FMLA please see the FMLA Intermittent Time Off Job Aid.
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10. Return from FMLA

A continuous FMLA leave will require that a request to return from leave be initiated. A document is required to be attached in order to submit the request to return.

a. Navigate to the Absence Application
b. Initiate Request Return from Leave of Absence

c. Enter the last day of leave in the Actual Last Day of Absence field
d. Enter the first day back from the leave in the First Day Back at Work field
d. Select applicable return to work documentation to upload

e. Select “FMLA Release to Return to Work” as the document Category

f. Click Submit

The Request Return from Leave of Absence has now been submitted to UHR for review.

Once UHR has reviewed the Request to Return from Leave of Absence the employee, manager and HR/Absence Coordinator will receive a notification that the request has been completed.