12 weeks of job-protected paid FMLA leave will be available for this FMLA instance. The first 10 days (first 80 hours, pro-rated for part-time when leave is intermittent) may be unpaid or employees may use accrued time off (COVID-19 time off, vacation, comp time). After 10 days, compensation for the remaining leave will be at 2/3 of the employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work.

COVID-19 FMLA can be intermittent, but only if a schedule is agreed upon between the supervisor and employee.

Once an employee has been approved for COVID-19 Intermittent FMLA Leave the COVID-19 Intermittent FMLA Time Offs will become available in their Absence Type list.

Note: When the FMLA is intermittent the COVID-19 Intermittent FMLA Time Offs is what decrements the FMLA balance, it is important one of them is selected to FMLA hours can be tracked accurately.
If approved for COVID-19 FMLA on an intermittent basis the UHR Absence Consultant will enter *Intermittent FMLA COVID-19 Time Off – Unpaid* and paid time off (if applicable) for the first 80 hours (pro-rated for part-time employees) of leave per the agreed upon schedule.

After the unpaid leave, *Intermittent FMLA COVID-19 Time Off – Paid* should be submitted for leave (this time off is paid at 2/3 of the employee’s regular rate of pay).

Follow the steps in this Job Aid to submit Intermittent FMLA COVID-19 Time Off – Paid.

**Questions?**

**Email** [fmla@iastate.edu](mailto:fmla@iastate.edu)
1. Navigate to the Absence Application

2. Initiate Request Absence
3. Select date of COVID-19 Intermittent FMLA absence
   a. Click “1 Day – Request Absence button” in lower left-hand corner
   b. Type COVID Paid and select Intermittent FMLA COVID-19 Time Off – Paid
   c. Click Next
d. If needed, edit the number of hours used by clicking the Edit Quantity per Day button.

e. Click Submit

The Intermittent FMLA Time Off request has been routed to the manager to approve when submitted by the employee. The Intermittent FMLA Time Off will show on the absence calendar as gray, this will turn green once approved.