

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).

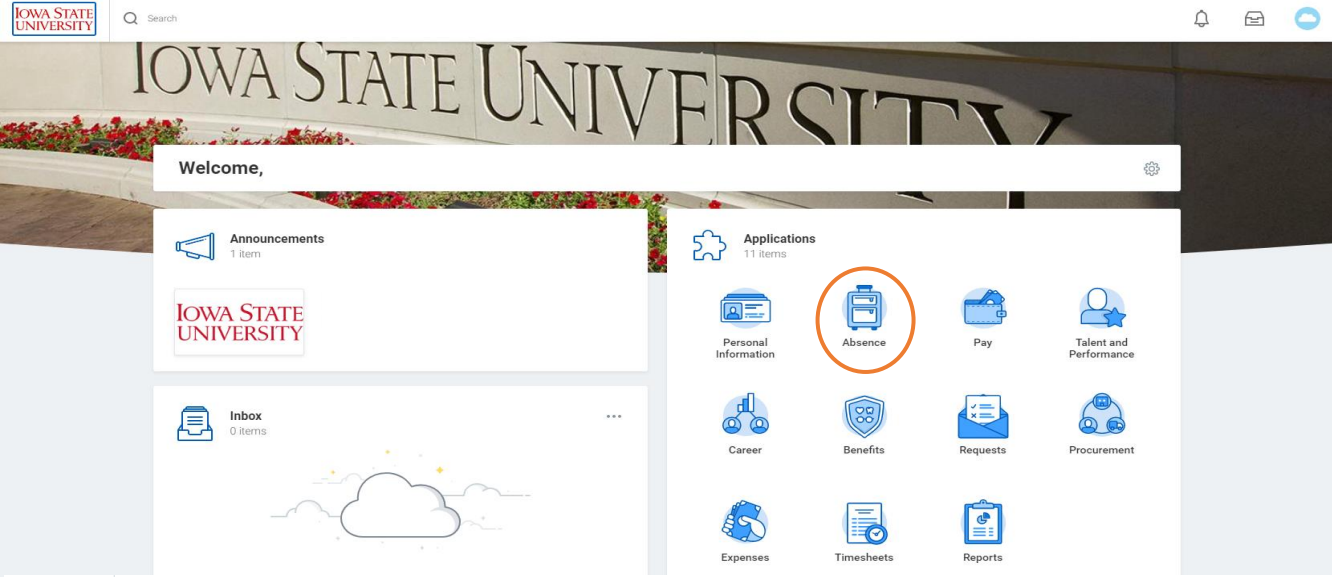
Follow the steps in this Job Aid to submit Intermittent FMLA COVID-19 Time Off – Paid.

**Questions?**

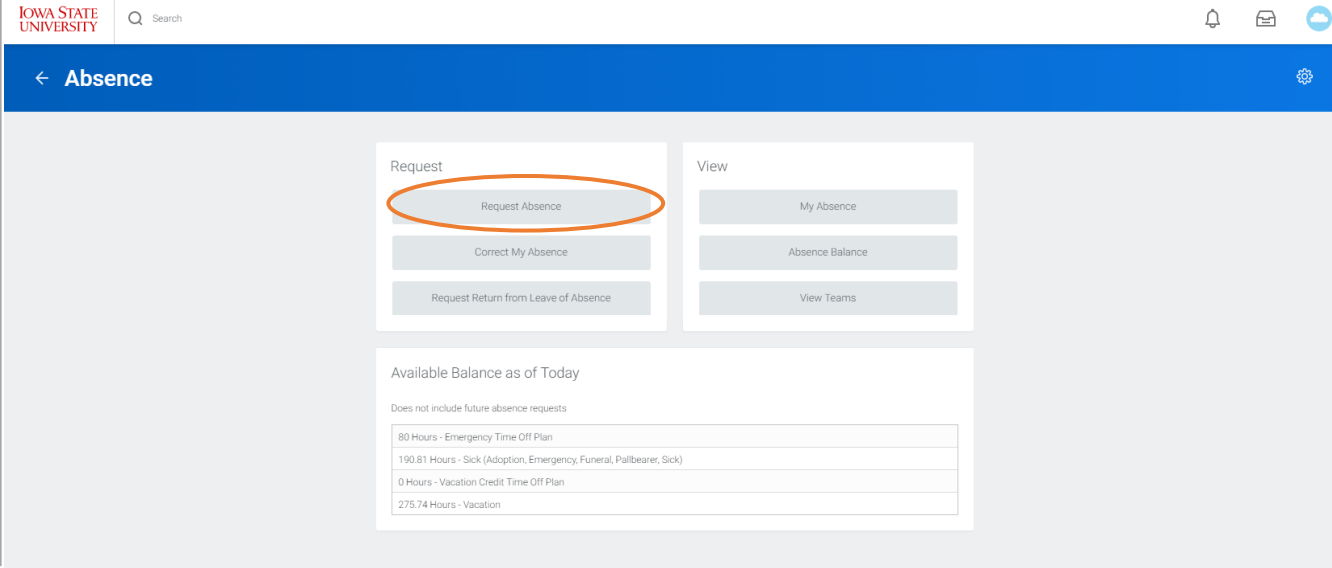
**Email [fmla@iastate.edu](mailto:fmla@iastate.edu)**

# COVID-19 Intermittent FMLA Leave

## 1. Navigate to the Absence Application



## 2. Initiate Request Absence



# COVID-19 Intermittent FMLA Leave

## 3. Select date of COVID-19 Intermittent FMLA absence

- Click “1 Day – Request Absence button” in lower left-hand corner

The screenshot shows the 'Absence Calendar' interface. On the left, there are 'Balances' for various plans: Compensatory Time (17.5 Hours), COVID-19 (0 Hours), Emergency Time Off Plan (80 Hours), and FMLA - FMLA - Care of Servicemember (1.0 Hours). At the bottom left, the '1 Day - Request Absence' button is highlighted with an orange circle. The main calendar area shows a grid for April 2020. A date range from Monday, April 6th to Friday, April 10th is selected, with a blue circle around the number '6' on Monday. Green bars across the calendar indicate the absence period for 'COVID-19 Intermittent FMLA'.

- Type **COVID Paid** and select **Intermittent FMLA COVID-19 Time Off – Paid**
- Click Next

This screenshot shows the same 'Absence Calendar' interface as above, but with a 'Select Absence Type' dialog box open. The dialog box has 'When' set to 'Monday, April 6, 2020'. The 'Type' field is active, and a search dropdown is visible with 'Intermittent FMLA COVID-19 Time Off - Paid' selected. The 'Next' button is highlighted in orange. The background calendar is dimmed.

# COVID-19 Intermittent FMLA Leave

- d. If needed, edit the number of hours used by clicking the Edit Quantity per Day button.
- e. Click Submit

## Request Absence

Total 8 hours - Intermittent FMLA COVID-19 Time Off - Paid

Request 1 item

+	*From	*To	*Type	Quantity per Day	Total	
	04/06/2020	04/06/2020	Intermittent FMLA COVID-19 Time Off - Paid	8 hours	8 hours	Edit Quantity per Day

enter your comment

### Attachments

Submit Cancel Drop files here

## Absence Calendar

Click and drag on the calendar or select date range.

Select Date Range View Teams

### Balances

Balance as of 03/28/2020

#### Per Plan

Compensatory Time 17.5 Hours

COVID-19 0 Hours

Emergency Time Off Plan 80 Hours

FMLA > FMLA - Care of Servicemember 1,040 Hours

Today < > April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	31 Apr	1	2	3
			COVID-19 Intermittent FMLA			
	5	6	7	8	9	10
		COVID-19 Intermittent FMLA	Intermittent FMLA C...			
	12	13	14	15	16	17
		COVID-19 Intermittent FMLA				
	19	20	21	22	23	24

The Intermittent FMLA Time Off request has been routes 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.