

LEAVE REQUESTS – HOW TO REQUEST TIME OFF USING FMLA

Requests Covered By FMLA:

FMLA hours are approved through HR in accordance with the *FMLA policy found in PolicyTech*. When you submit a request for FMLA in WFM you are simply indicating that the days you are requesting will be covered by approved FMLA. *Infor WFM is not the system of record for tracking FMLA hours.*

Steps to Indicate a Request is covered by FMLA:

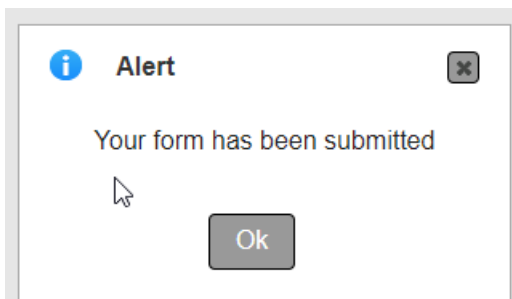
You will follow the same steps that are in the document, "Leave Requests – How to Requests Time Off" with a couple of exceptions.

1. Select Leave Requests from the navigation tabs across to top and the Leave Requests form displays
2. Select the calendar icon for Start Date and select the first day for time off
3. If requesting off more than one day, select the calendar icon for End Date and select the end date for time off, within the same week as the start date.
4. EXTRA STEP FOR FMLA – from the dropdown in the Type column select FMLA

End Time	Type	Comments	Bal Use
	None		Choose
	FMLA		Choose

5. Next, at the end of the row, select the Schd icon to view how many employees have approved time for the week you are requesting. The schedule for your team will display for the week you have requested, plus the previous week and the next week. Close the schedule and go to the next step.
6. Select Choose and the balance selection area displays on the right-side of the listing the total hours requested in the Required Hours and Hours Left field.
7. ANOTHER DIFFERENCE WITH TYPE FMLA – You will only have three types of codes to choose from: PNS, SNS & FML-UP (fmla-unpaid). Since this employee is requesting off 60 hours, she will enter her paid time, up to her FTE (hired hours) next to PNS &/or SNS and then remaining hours will be entered next to FML-UP. Also, any hours you do not have a paid balance to cover will be entered in FML-UP. FML-UP is at the bottom of the lists, directly above the Save Choice button.
8. Hours left must equal zero before you can save your balance choice. Once the hours left is zero.
9. Select Save Choice, then OK to acknowledge message, and then select Submit

A message displays that your form has been submitted, select Ok to acknowledge!



Requesting an Extended FMLA Absence:

Use the Add Rows button – you must enter dates in the first three rows, choose balances and save choices, then select Add Rows, located on the left under the rows, a window displays, asking *How many rows would you like total?* The box will list 3 for the number of existing rows, if you want to add one more row change the number to 4, two more rows would be 5, the rows will be added, the maximum number of rows is 10 total. Once you have new rows added follow steps 2-8 and then submit your requests.

Requesting FMLA Partial Days:

You can also request a partial day for time covered by FMLA

Select the box next to *Enter Partial Dates (start/end times)*, you will enter the date you are requesting off, then the *Type of FMLA*, check the schedule, choose a balance, save choice, and then Submit the requests.

Things to Know

- If your leave request is approved the days are flagged as *FMLA* on the *Schedule Admin Side* of the system. They will also display as *FMLA* on your home page calendar.
- The *FMLA* time code will not display on the *Printed Schedule Reports* and the *Assignment Sheet* to ensure that other employees cannot see that your time off is covered by *FMLA*.

BALANCE TYPES YOU CAN USE WHEN THE TYPE OF REQUESTS IS FMLA

Choose how to use your balances

Required Hours: 60
Hours Left: 60

Type	Number of Hours
PNS	0
SNS	0
BRV	0
JRY	0
PLN	0
POFF	0
APR	0
ISV	0
ISV-WK	0
JYE	0
PLE	0
FML-UP	0

Save Choice
Cancel Choice

Approved FMLA on Printed Schedule

APR	APR	APR	
APR	APR	APR	

Approved FMLA on Assignment Sheet

VUMC Printed Assignment Sheet

Ztrain115482, S	SPEC PROC TECH	APR	07:00-19:30
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