

### Family & Medical Leave Request

This job aid provides step-by-step instructions on how to request time off be protected under the Family & Medical Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA).

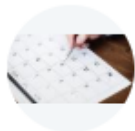


Workday is the system of record for FMLA/OFLA to show an absence is protected. Each request for Family & Medical Leave protection must have a corresponding Request for Time Off. **This is a two-step process:** *Step 1:* Submit a time off request and *Step 2:* Submit a request to have the time off protected under Family & Medical Leave. See the job aid [Time Off Request](#) to request time off.

Step 1: On the *Home* screen, click the **Absence** worklet.



Step 2: Click **Request, Cancel or Correct Absence**.

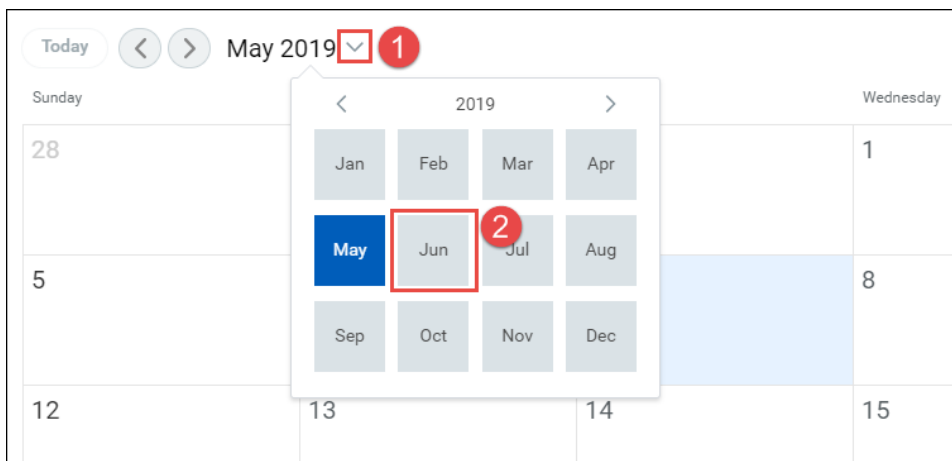


### Absence Calendar


Click link below to go to your Absence Calendar.

[Request, Cancel or Correct Absence](#)

Step 3: On the *Absence Calendar*, click the **down arrow** prompt to navigate to the correct month (1). Click the **month** for the leave entry (2).



**Step 4:** Click on the calendar dates that corresponds with the *time off request* to protect (1). The current date displays light blue, while selected days will be highlighted dark blue. Click **Request Absence** button to continue (2). Regularly scheduled days off, such as weekends, should not be selected since this would result in requesting an absence on your off days.



**Deselecting Dates:** Depending on your work schedule, weekends may need to be deselected. To avoid requesting protection on days off, click on the date to deselect it.

**Balances**

Balance as of 05 / 07 / 2019

Per Plan

- Compensatory Time  
Correctional Corporal  
0 Hours
- Family & Medical Leave / FMLA - Hours  
216 Hours
- Family & Medical Leave / FMLA - Military Caregiver  
776 Hours
- Family & Medical Leave / FMLA - Parental Leave  
216 Hours
- Family & Medical Leave / OFLA - Bereavement  
80 Hours
- Family & Medical Leave / OFLA - Hours  
216 Hours
- Family & Medical Leave / OFLA - Military Leave

Today < > June 2019 ∨

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Memorial Day	28	29	30	31	1
2	3	4	5	6	7	8
9	10 Sick Leave	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4 Independence Day	5	6

5 Days - Request Absence
2

**Step 5:** From the *Select Absence Type* menu, click the menu prompt to select from a list of Family & Medical Leave absence types, or type the absence type into the search box. Click the **Next**.


**Select Absence Type**

When Monday, June 10, 2019 - Friday, June 14, 2019

Type \*  ☰

× Family & Medical Leave / Self - Serious Health Condition

Next
Cancel



The absence types do not use the same categories as the Family & Medical Leave balances. One or more of the leave balances can be reduced depending on the selected absence type.

**Step 6:** From the *Request Absence* screen, click the **Edit Quantity per Day** button (1) to edit the **Quantity per Day** hours (2), or to add optional **Comments** for each absence date (3) if needed. Click **Done** to save changes (4).

The screenshot shows the 'Request Absence' interface. At the top, there is a table with columns: From, To, Type, Quantity per Day, and Total. A red circle '1' highlights the 'Edit Quantity per Day' button. Below this is the 'Edit Quantity per Day' dialog box. It features an 'Update All Quantities' input field with the value '8'. Below that is a table with 5 items, columns for Date, Quantity per Day (with a red circle '2'), and Comments (with a red circle '3'). The dates range from Mon, Jun 10, 2019 to Fri, Jun 14, 2019. At the bottom of the dialog box, the 'Done' button is highlighted with a red circle '4'.

**Step 7:** Use the menu prompt to select the **Reason** for Family & Medical Leave event.

The screenshot shows a dropdown menu for 'Reason' under the heading 'Details for: Family & Medical Leave / Self - Serious Health Condition'. The menu is open, showing three options: '1. New Condition', '2. Existing Condition', and '3. I don't know'. A red box highlights the menu options.

**Step 8:** Click in the **Comment** box to add an overall comment, such as an *Event Number*, for the absence request if you'd like. If the absence entry is less than a full day off, please indicate the start and end time of the request here.

The screenshot shows a text input field for a comment. The placeholder text is 'enter your comment'. A red box highlights the input field.

**Step 9:** Click **Submit**.

The screenshot shows two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box.

**Note:**

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.

Absence – Family & Medical Leave (FM&L). Employee requests route to the Absence Partner.