

PROTECTED LEAVE



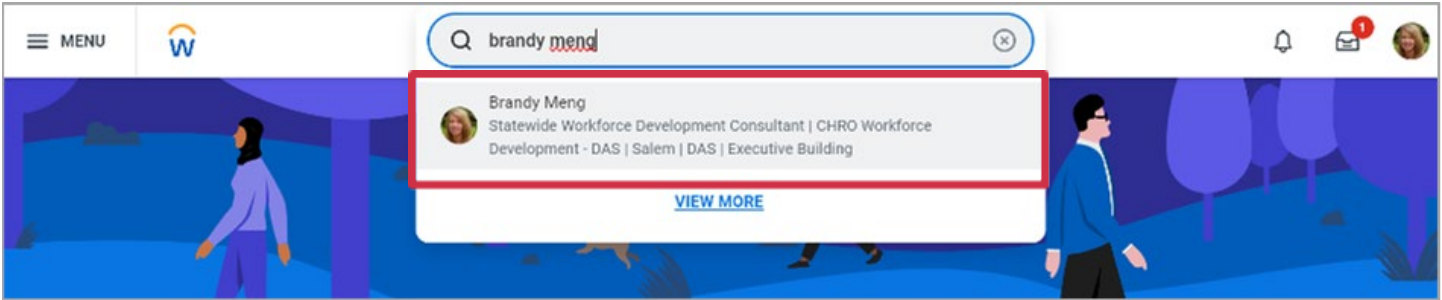
Process for Adding FMLA and OFLA in Workday

This job aid will walk you through the process of what an absence partner needs to do in Workday when HR is notified that an employee has a need for FMLA or OFLA protected leave.

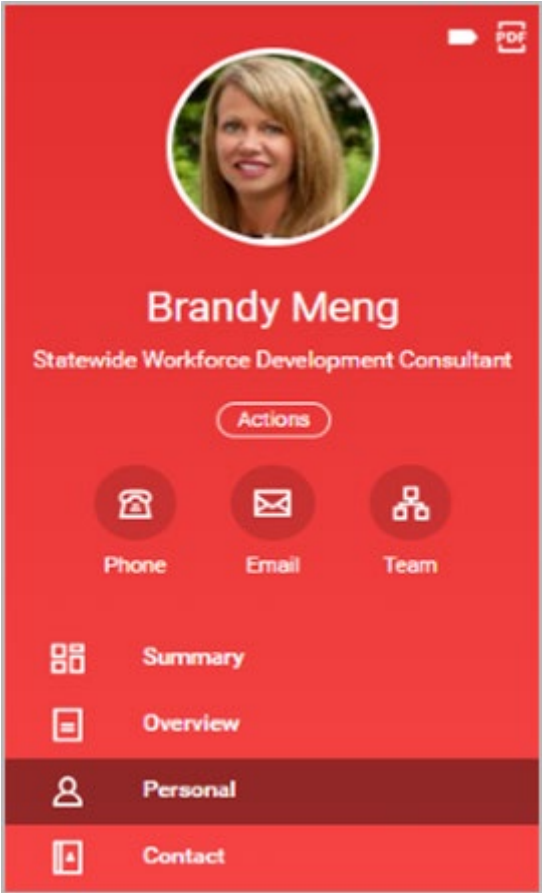
Determining if an Employee is in a Current FMLA/OFLA Leave Year

The first step in this process is to determine if the employee is in a current FMLA or OFLA leave year or a Paid Leave Oregon benefit year. To do this follow these steps.

1. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.



2. The search results will bring you to the landing page on the employee's profile. Click on Personal.



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Process for Adding FMLA and OFLA in Workday



3. Click on the Additional Data tab.

The screenshot shows the 'Additional Data' tab selected in the Workday interface. Below the tab are two sections: 'Legal Name' and 'Preferred Name'. Each section contains a table with a 'Name' field and an 'Edit' button.

4. From the Additional Data screen, look for the Family and Medical Leave Protected Leave section. Under this section, you will be able to see if any Family and Medical Leave events have been added. If they are in a current FMLA or OFLA leave year you will want to make note of the following columns before proceeding because you will need this information to complete the process in Workday.

- The Leave Year Start Date.
- The Leave Year End Date.
- The Event Start Date.
- The Event End Date or proposed end date.
- The number of entitlement hours available to the employee for each type of protected leave they are currently using.

Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Chronic Condition	SAIF Related	Condition Identifier	Auto Designated	Event Start Date	Event Proposed End Date	Event End Date
1	Approved	OFLA	02/04/2024	02/04/2025		Self					02/07/2024	03/29/2024	

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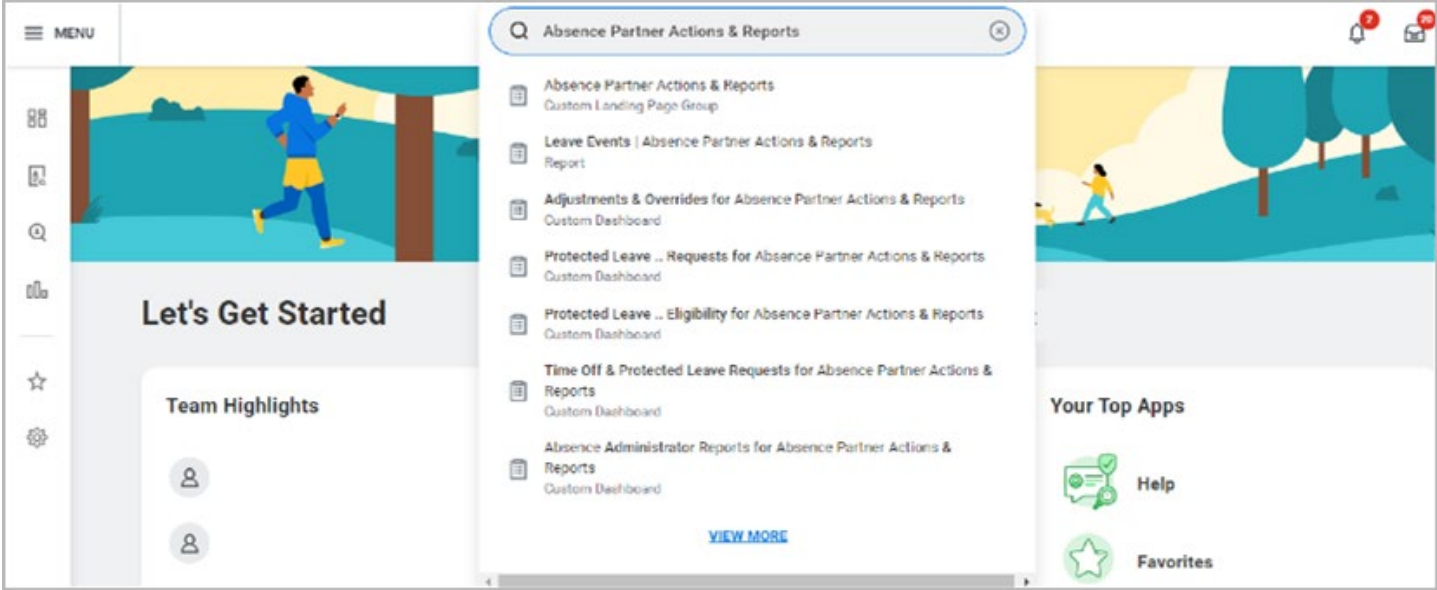
Process for Adding FMLA and OFLA in Workday



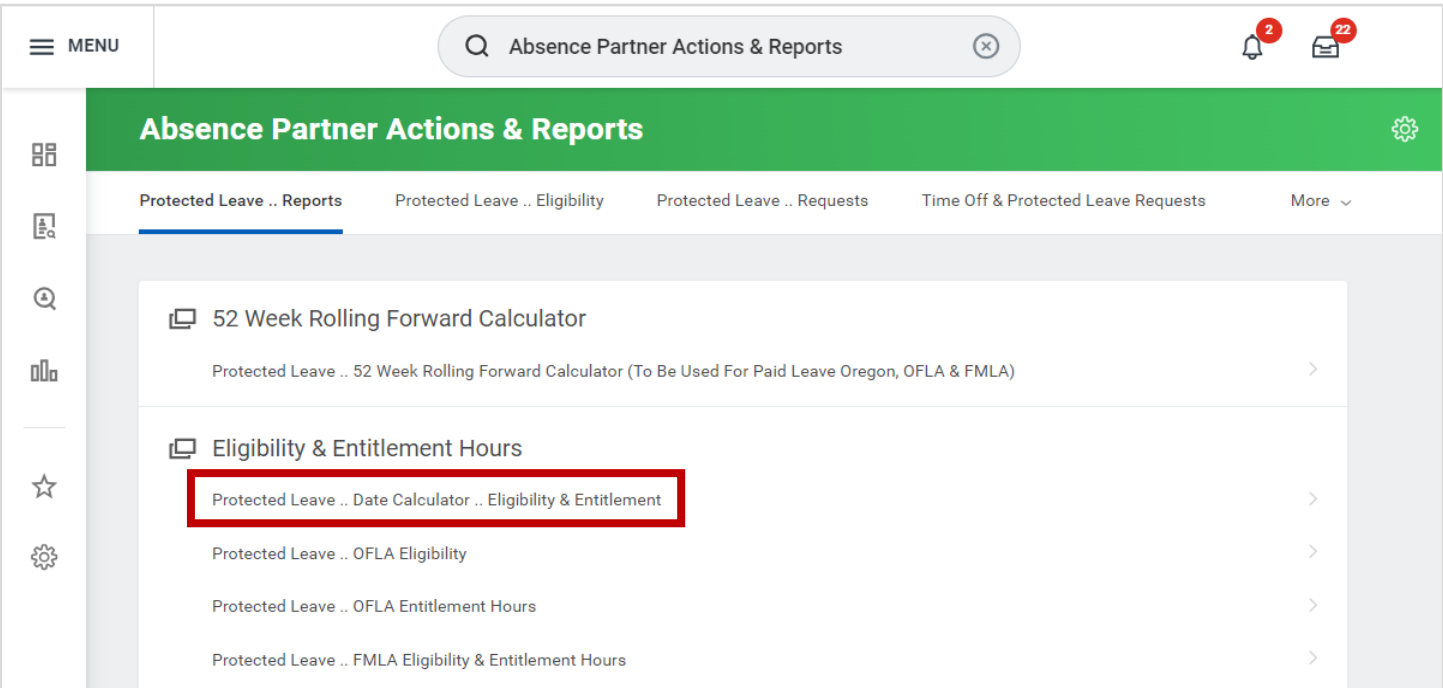
Process for FMLA When Employee Is Not In a Leave Year

This section will cover the process for when an employee's protected leave request is for a qualifying purpose under FMLA, and they aren't currently in a FMLA leave year you will need to calculate their leave year and check their eligibility. To do this follow these steps.

First you need to calculate the employees leave year by going to the Absence Partner Actions and Reports dashboard. If you don't have the dashboard saved to your menu you can access it by typing it in the search bar.



1. From the Absence Partner Actions & Reports dashboard, select the Protected Leave Date Calculator Eligibility and Entitlement.



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Process for Adding FMLA and OFLA in Workday

- 2. For the First Day of Leave prompt, you will enter the date for the first day the employee took or will take FMLA leave. Click OK to run the report.

Protected Leave .. Date Calculator .. Eligibility & Entitlement

Instructions **WARNING:** Eligibility and Entitlement should NOT be calculated for future dates or months where payroll has not run. This may result in inaccurate results.

First Day of Leave

- 3. On the results screen you will look at the FMLA Eligibility and Entitlement 365 Days Prior to First Day of Leave column and note that date before going to the next step to determine if the employee is eligible for FMLA.

Protected Leave .. Date Calculator .. Eligibility & Entitlement 9/6 191

First Day of Leave 01/10/2024

1 item

First Day Of Leave	OFLA Eligibility .. 180 Days Prior To First Day Of Leave	OFLA Entitlement .. 365 Days Prior To First Day Of Leave	FMLA Eligibility & Entitlement .. 365 Days Prior To First Day Of Leave
01/10/2024	07/14/2023	01/10/2023	01/10/2023

- 4. Go back to the Absence Partner Actions and Reports dashboard. Under Eligibility and Entitlement Hours select the Protected Leave FMLA Eligibility and Entitlement hours.

MENU 2 22

Absence Partner Actions & Reports

Protected Leave .. Reports Protected Leave .. Eligibility Protected Leave .. Requests Time Off & Protected Leave Requests More

- 52 Week Rolling Forward Calculator
Protected Leave .. 52 Week Rolling Forward Calculator (To Be Used For Paid Leave Oregon, OFLA & FMLA)
- Eligibility & Entitlement Hours
Protected Leave .. Date Calculator .. Eligibility & Entitlement
- Protected Leave .. OFLA Eligibility
- Protected Leave .. OFLA Entitlement Hours
- Protected Leave .. FMLA Eligibility & Entitlement Hours**

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Process for Adding FMLA and OFLA in Workday

- 5. From the Protected Leave FMLA Eligibility and Entitlement hours complete the following:
 - Enter the employee's name in the employee field.
 - For the First Day of Leave prompt, you will enter the date for the first day the employee took or will take FMLA leave.
 - For the FMLA Eligibility and Entitlement 365 Days prompt enter the date from the last step.
 - Click OK to run the report.

Protected Leave .. FMLA Eligibility & Entitlement Hours

Instructions WARNING: Eligibility and Entitlement should NOT be calculated for future dates or months where payroll has not run. This may result in inaccurate results.

Employee

First Day of Leave *

FMLA Eligibility & Entitlement .. 365 Days Prior To First Day Of Leave *

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Process for Adding FMLA and OFLA in Workday

- 6. On the report results you will look at the following columns to determine eligibility and the number of entitlement hours available for the employee.
 - In the Length of Service and Hours Worked columns, if there is a green flag and a Yes then the employee has met the eligibility requirements and is eligible for FMLA leave.
 - If there is a red flag and a No under Length of Service and Hours Worked then the employee is not eligible for FMLA leave.
 - In the FMLA Entitlement Hours column, this shows how many hours the employee is entitled to use for FMLA leave.

You will want to export the results or capture them so you can have the information when creating the Family and Medical Protected Leave event.

Employee	Length of Service	Hours Worked	FMLA Entitlement Hours	SUPPORTING FIELDS -->	Eligibility .. Hours Worked (1250)	Hours Used For Entitlement Calculation	Continuous Service Date + 365 Days	Time Type	FTE %	Supervisory
	Yes	Yes	504.93		1859	2188	06/14/2000	Full time	100	

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Process for Adding FMLA and OFLA in Workday



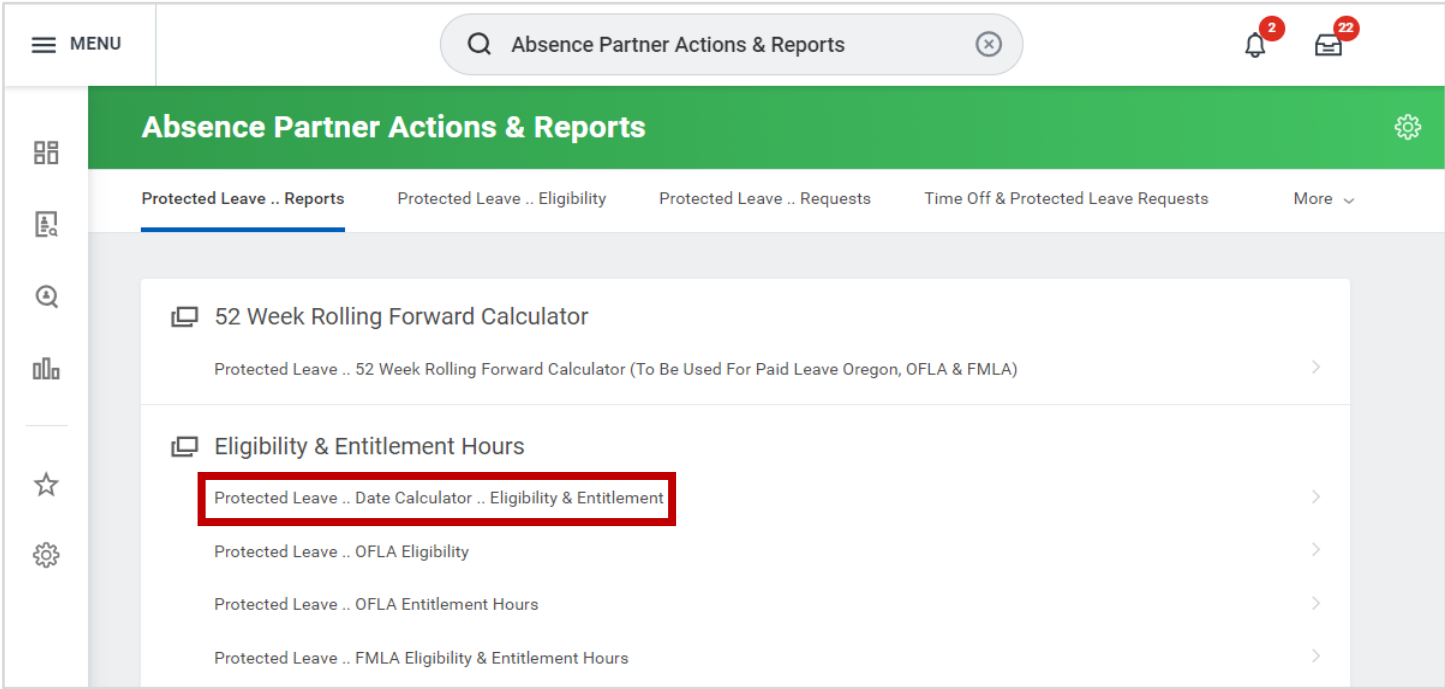
Process for OFLA When Employee Is Not In a Leave Year

This section will cover the process for when an employee’s protected leave request is for a qualifying purpose under OFLA, and they aren’t currently in a OFLA leave year.

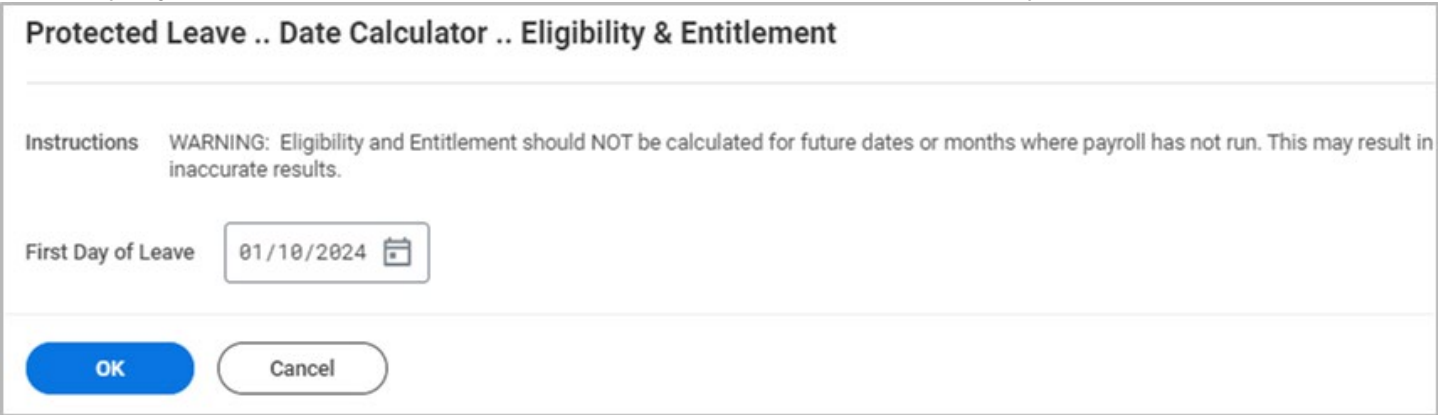
Steps for Calculating the Employees Leave Year

If the employee’s protected leave request is a qualifying purpose under OFLA and the employee isn’t currently in a OFLA leave year you will need to calculate their leave year. To do this follow these steps.

1. Go to the Absence Partner Actions and Reports dashboard. Under Eligibility and Entitlement Hours select the Protected Leave Date Calculator Eligibility and Entitlement.



2. For the First Day of Leave prompt, you will enter the date for the first day the employee took or will take OFLA leave. Click OK to run the report.



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Process for Adding FMLA and OFLA in Workday

- 3. On the results screen you will look at the OFLA Eligibility 180 Days Prior to First Day of Leave column and note that date. Next look at the OFLA Entitlement 365 Days Prior to First Day of Leave column and note that date.

The screenshot shows a table with the following data:

First Day Of Leave	OFLA Eligibility .. 180 Days Prior To First Day Of Leave	OFLA Entitlement .. 365 Days Prior To First Day Of Leave	FMLA Eligibility & Entitlement .. 365 Days Prior To First Day Of Leave
01/10/2024	07/14/2023	01/10/2023	01/10/2023

Steps for Determining the Employees OFLA Eligibility

- 1. Go back to the Absence Partner Actions and Reports dashboard. Under Eligibility and Entitlement Hours select the Protected Leave OFLA Eligibility.

The screenshot shows the 'Absence Partner Actions & Reports' dashboard. The 'Protected Leave .. OFLA Eligibility' option is highlighted with a red box.

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Employee's name in the Employee field.
 - For the First Day of Leave prompt, you will enter the date for the first day the employee took or will take OFLA leave.
 - For the OFLA Eligibility 180 Days Prior to First Day of Leave prompt, you will enter the date you got from the Protected Leave Date Calculator.
 - Click OK to run the report.

Protected Leave .. OFLA Eligibility

Instructions **WARNING:** Eligibility and Entitlement should NOT be calculated for future dates or months where payroll has not run. This may result in inaccurate results.

Employee

First Day of Leave *

OFLA Eligibility .. 180 Days Prior To First Day Of Leave *

- 3. On the report results you will look at the Length of Service and Hours Worked columns, if there is a green flag and a Yes then the employee has met the eligibility requirements and is eligible for OFLA leave.

If there is a red flag and a No under Length of Service and Hours Worked then the employee is not eligible for OFLA leave.

Protected Leave .. OFLA Eligibility 910 191

Employee OFLA Eligibility .. 180 Days Prior To First Day Of Leave 07/14/2023

First Day of Leave 01/10/2024

1 Item

Employee	Length of Service	Hours Worked	SUPPORTING FIELDS -->	Eligibility .. Hours Worked (642.75)	Continuous Service Date + 180 Days	Time Type	FTE %	Supervisory Organization	Location
	Yes	Yes		898	12/12/1999	Full time	100		Salem DAS Executive Building

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Process for Adding FMLA and OFLA in Workday



Steps for Determining the Employees OFLA Entitlement

Now that you have determined that the employee is eligible for OFLA leave you need to find out the number of hours they are entitled to take.

1. Go back to the Absence Partner Actions & Reports dashboard. Under Eligibility and Entitlement Hours select the Protected Leave OFLA Entitlement Hours.

The screenshot shows the 'Absence Partner Actions & Reports' dashboard. At the top, there is a search bar with the text 'Absence Partner Actions & Reports' and a notification bell icon with a red '2' and an envelope icon with a red '22'. Below the search bar is a green header with the title 'Absence Partner Actions & Reports' and a gear icon. Underneath the header are several tabs: 'Protected Leave .. Reports', 'Protected Leave .. Eligibility', 'Protected Leave .. Requests', 'Time Off & Protected Leave Requests', and 'More'. The 'Protected Leave .. Reports' tab is selected. The main content area displays a list of items under the 'Eligibility & Entitlement Hours' section. The items are: '52 Week Rolling Forward Calculator', 'Protected Leave .. 52 Week Rolling Forward Calculator (To Be Used For Paid Leave Oregon, OFLA & FMLA)', 'Eligibility & Entitlement Hours', 'Protected Leave .. Date Calculator .. Eligibility & Entitlement', 'Protected Leave .. OFLA Eligibility', 'Protected Leave .. OFLA Entitlement Hours' (highlighted with a red box), and 'Protected Leave .. FMLA Eligibility & Entitlement Hours'. Each item has a right-pointing arrow.

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Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Employee's name in the Employee field.
 - For the First Day of Leave prompt, you will enter the date for the first day the employee took or will take OFLA leave.
 - For the OFLA Entitlement 365 Days Prior to First Day of Leave prompt, you will enter the date you got from the Protected Leave Date Calculator.
 - Click OK to run the report.

Protected Leave .. OFLA Entitlement Hours

Instructions **WARNING:** Eligibility and Entitlement should NOT be calculated for future dates or months where payroll has not run. This may result in inaccurate results.

Employee

First Day of Leave *

OFLA Entitlement .. 365 Days Prior To First Day Of Leave *

- 3. On the report results you will look at the OFLA hours column to find the number of hours the employee is eligible to use for OFLA leave.

Protected Leave .. OFLA Entitlement Hours

Employee **OFLA Entitlement .. 365 Days Prior To First Day Of Leave** 01/10/2023

First Day of Leave 01/10/2024

1 item

Employee	OFLA Hours	SUPPORTING FIELDS -->	Hours Used For Entitlement Calculation	Time Type	FTE %	Supervisory Organization	Location	Company
	504.93		2188	Full time	100		© Salem D AS Executive Building	Department of Administrative Services

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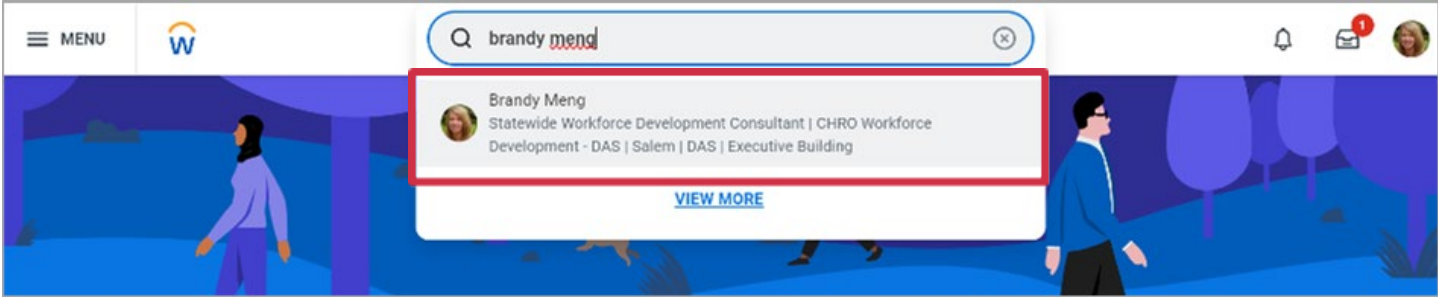
Process for Adding FMLA and OFLA in Workday



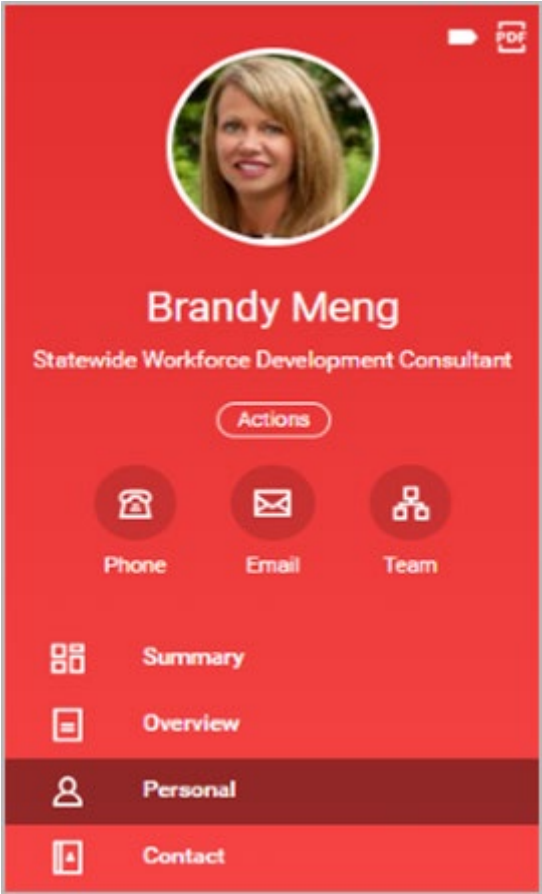
Steps for Determining if Employee is in a Paid Leave Oregon Benefit Year

Now you will need to determine if the employee is in a current Paid Leave Oregon benefit year. To do this follow these steps.

1. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.



2. The search results will bring you to the landing page on the employee's profile. Click on Personal.



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Process for Adding FMLA and OFLA in Workday



3. Click on the Additional Data tab.

The screenshot shows the 'Additional Data' tab in Workday. It contains two sections: 'Legal Name' and 'Preferred Name'. Each section has a table with one row and one column labeled 'Name'. Below each table is an 'Edit' button. The 'Additional Data' tab is highlighted with a red box.

4. From the Additional Data screen, look for the Disability Insurance Paid Leave Oregon section. Under this section you will be able to see if any Paid Leave Oregon events have been added. If they are in a current Paid Leave Oregon benefit year you will want to make note of the following columns before proceeding to the next step because you will need this information to complete the process in Workday.

- Paid Leave Oregon Benefit Year Start Date
- Paid Leave Oregon Benefit Year End Date
- Event Start Date
- Event End Date

The screenshot shows the 'Disability Insurance .. Paid Leave Oregon' section in Workday. It contains a table with one row of data. The table has the following columns: Event #, Type, Paid Leave Oregon Benefit Year Start Date, Paid Leave Oregon Benefit Year End Date, Status, Event Start Date, Event End Date, Paid Leave Oregon Eligible for Job Protection, and Number of Work Days Approved.

Event #	Type	Paid Leave Oregon Benefit Year Start Date	Paid Leave Oregon Benefit Year End Date	Status	Event Start Date	Event End Date	Paid Leave Oregon Eligible for Job Protection	Number of Work Days Approved
1	Paid Leave Oregon .. Continuous	01/10/2024	01/09/2025	Approved	01/12/2024	02/01/2024	Yes	4

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Process for Adding FMLA and OFLA in Workday



Steps for Determining the Number of Paid Leave Hours Used

If you did not note the number of OFLA entitlement hours the employee has available by running the Protected Leave OFLA Entitlement Hours report, you will need to do that before moving on to this step.

If the employee is in a current Paid Leave benefit year you will need to determine how many hours they have used. To do so follow these steps.

1. Go to the Absence Partner Actions and Reports dashboard. Under Remaining Hours select the Protected Leave OFLA Available Hours Within Paid Leave Oregon Benefit Year.

The screenshot shows the 'Absence Partner Actions & Reports' dashboard. The main header is green with the text 'Absence Partner Actions & Reports'. Below the header are four tabs: 'Protected Leave .. Reports', 'Protected Leave .. Eligibility', 'Protected Leave .. Requests', and 'Time Off & Protected Leave Requests'. The 'Protected Leave .. Reports' tab is selected. The dashboard content is organized into three main sections: '52 Week Rolling Forward Calculator', 'Eligibility & Entitlement Hours', and 'Requested Hours'. The 'Remaining Hours' section is expanded, showing several reports. The report 'Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year' is highlighted with a red rectangular box. Other reports in the 'Remaining Hours' section include 'Protected Leave .. Remaining Hours .. OFLA', 'Protected Leave .. Remaining Hours .. FMLA', and 'Protected Leave .. Remaining Hours .. Paid Leave Oregon'. A sidebar on the left contains various navigation icons, including a home icon, a search icon, a list icon, a star icon, and a gear icon. At the bottom of the sidebar is a circular button with a right-pointing arrow.

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Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Employee’s name in the Employee field.
 - Enter the Paid Leave Oregon Benefit Year Start and End Dates.
 - Leave the default value for the Weeks of Paid Leave Oregon Within Benefit Year field.
 - If the employee received Paid Leave Oregon benefits in 2023, enter how many hours they used.
 - Enter the number of OFLA entitlement hours available for the employee.
 - Click OK to run the report.

Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year

Worker	* <input type="text" value="× Brandy Meng ..."/>
Paid Leave Oregon Benefit Year Start Date	* <input type="text" value="01/07/2024"/>
Paid Leave Oregon Benefit Year End Date	* <input type="text" value="01/06/2025"/>
Weeks Of Paid Leave Oregon Within Benefit Year	* <input type="text" value="16"/>
Paid Leave Oregon Hours Used From 09/03/2023 Through 12/31/2023	<input type="text" value="0"/>
OFLA Entitlement Hours	* <input type="text" value="480"/>

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Process for Adding FMLA and OFLA in Workday



3. On the report results screen under the Paid Leave Oregon Hours, you will see the Paid Leave Oregon Hours Remaining field. Note how many hours are remaining for Paid Leave Oregon.

Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year

Table View
17 items

.. EMPLOYEE DATA ..	
Employee	
.. PAID LEAVE OREGON BENEFIT YEAR ..	
Paid Leave Oregon Benefit Year Start Date	10/01/2023
Paid Leave Oregon Benefit Year End Date	09/28/2024
.. PAID LEAVE OREGON HOURS ..	
Weeks Of Paid Leave Oregon Within Benefit Year	16
Weeks Of Paid Leave Oregon Converted To Hours	640
Paid Leave Oregon Hours Used From 09/03/2023 Through 12/31/2023 (Report Prompt)	
Paid Leave Oregon Hours used From 01/01/2024 Through Paid Leave Oregon Benefit Year End Date (Calculated)	0
Paid Leave Oregon Hour Remaining	640
.. OFLA HOURS ..	
OFLA Entitlement Hours (Report Prompt)	480
OFLA Hours Used From 01/01/2024 Through Paid Leave Oregon Benefit Year End Date (Calculated)	
OFLA Hours Remaining	480
OFLA HOURS AVAILABLE FOR USE IN PAID LEAVE OREGON BENEFIT YEAR	
OFLA Available Hours	480

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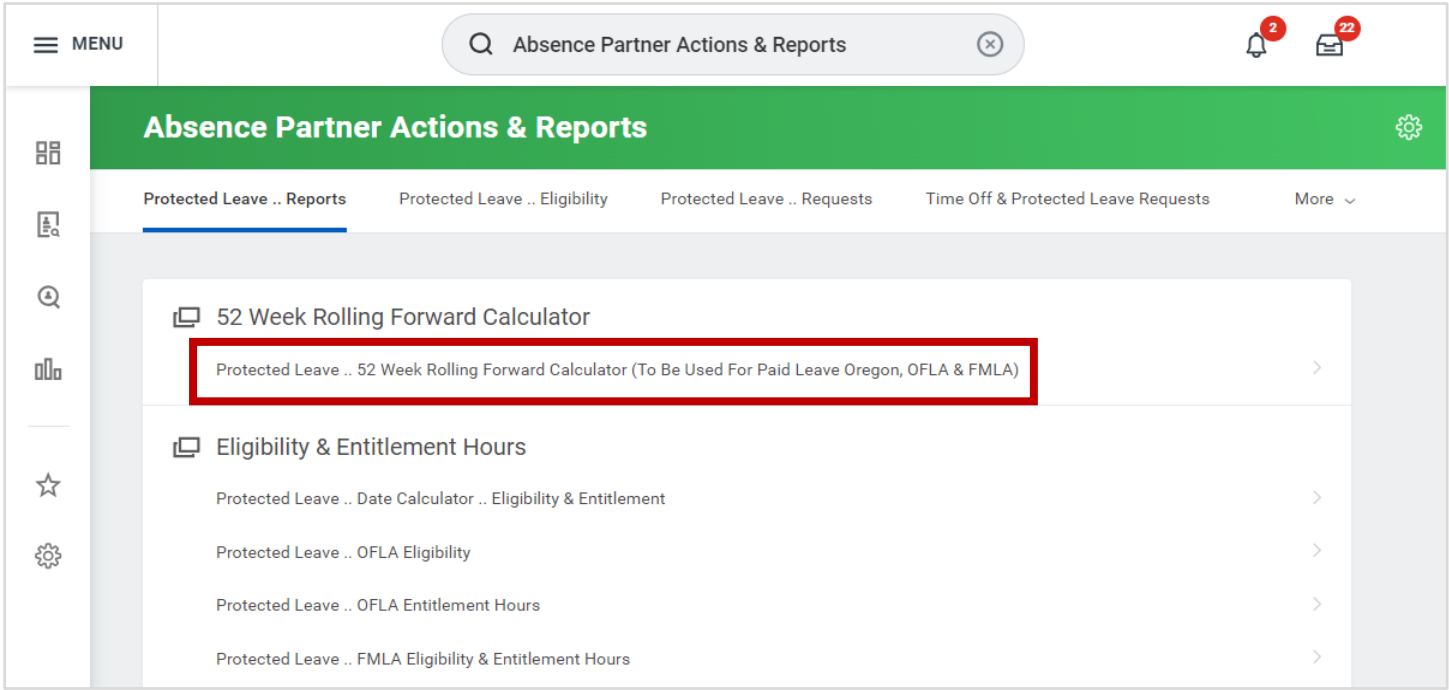
Process for Adding FMLA and OFLA in Workday



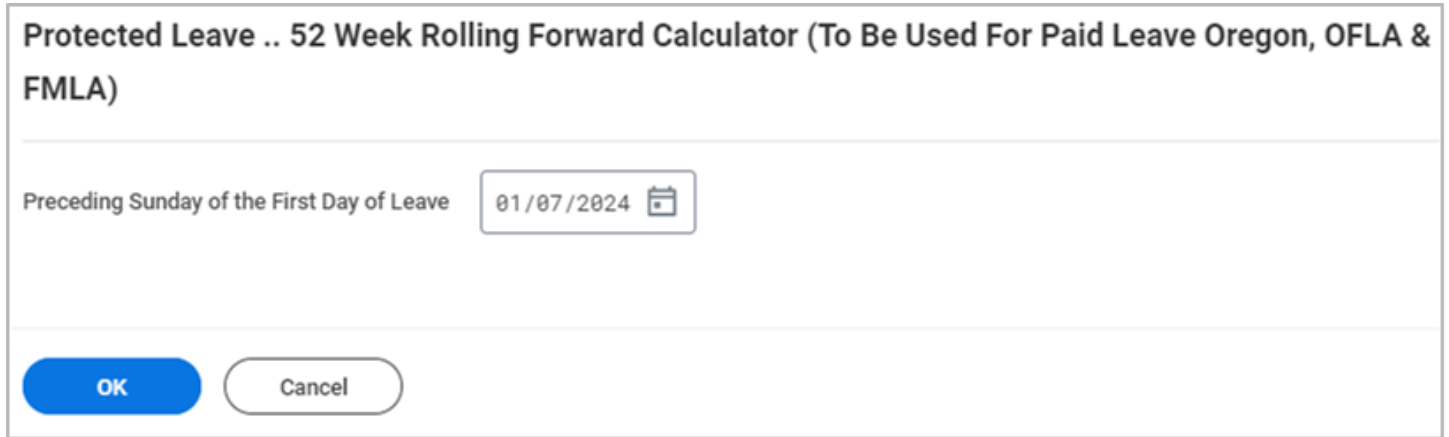
Process for Determining the FMLA or OFLA Leave Year

To determine the FMLA or OFLA leave year, follow these steps:

1. Go back to the Absence Partner Actions and Reports dashboard. Select the 52 Week Rolling Forward Calculator.



2. On the search prompt, in the Preceding Sunday of the First Day of Leave field you will enter the date of the first Sunday for when the leave was or will be taken. Click OK to run the report.



PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

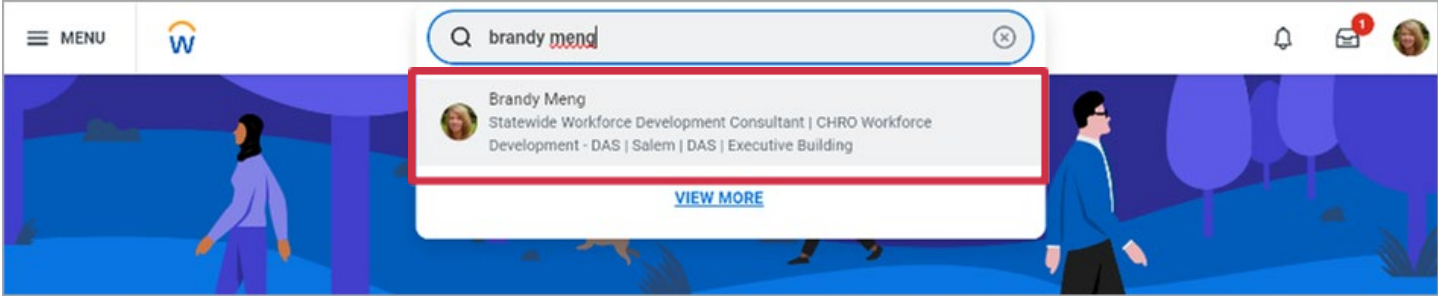
- 3. On the report results screen, look at the 52 Weeks Forward column to see the date for when the leave year ends.

Preceding Sunday of the First Day of Leave	52 Weeks Forward (Saturday)
01/07/2024	01/04/2025

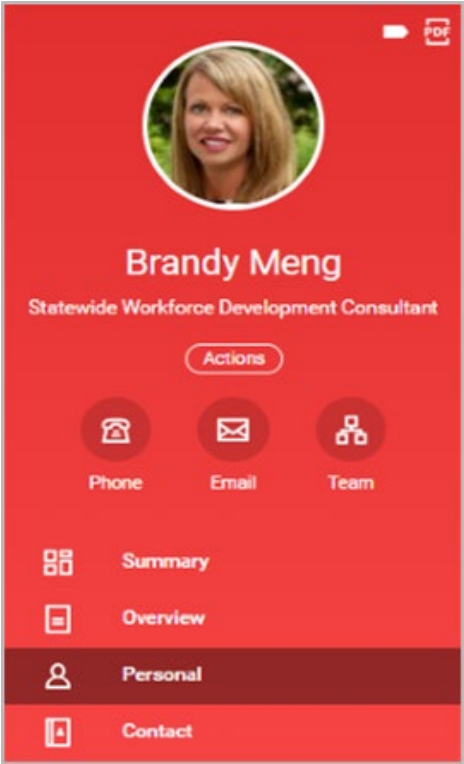
Process for Adding the FMLA or OFLA Event in Workday

The final step in this process is to add the FMLA or OFLA event to the employees profile. To do so follow these steps.

- 1. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.



- 2. The search results will bring you to the landing page on the employee's profile. Click on Personal.



PROTECTED LEAVE

Process for Adding FMLA and OFLA in Workday



3. Click on the Additional Data tab.

The screenshot shows the 'Additional Data' tab selected in a Workday interface. The tab is highlighted with a red box. Below the tab, there are two sections: 'Legal Name 1 item' and 'Preferred Name 1 item'. Each section contains a table with a 'Name' column and an 'Edit' button. The 'Legal Name' section has a table with one row and one column. The 'Preferred Name' section also has a table with one row and one column.

4. From the Edit Additional Data screen, look for the Family and Medical Leave Protected Leave section. Click on the Edit button.

The screenshot shows the 'Family & Medical Leave .. Protected Leave' section in a Workday interface. The section title is 'Family & Medical Leave .. Protected Leave'. Below the title, there is a table with 13 columns: Event #, Status, Protected Leave, Leave Year Start Date, Leave Year End Date, Exhaust Date, Qualifying Condition, Chronic Condition, SAIF Related, Condition Identifier, Auto Designated, Event Start Date, Event Proposed End Date, and Event End Date. The table is currently empty, showing '0 items'. Below the table, there is an 'Edit' button.

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Process for Adding FMLA and OFLA in Workday

- 5. From the Family and Medical Leave screen, click the plus icon to add a row. Once you add the row there will be several fields you'll need to complete for the event. When you are done click OK to add the event. You can edit the event at any time or when new information becomes available.

Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Chronic Condition
1	X Approved	X OFLA	01/07/2024	01/01/2025	MM/DD/YYYY	X Self	<input type="checkbox"/>

Process for FMLA When an Employee Is In a Leave Year

This section covers the process for when an employee is in a current FMLA leave year.

From the step where you checked to see if the employee is currently in a FMLA or OFLA leave year, and Workday showed they were you need to take the start and end dates and the entitlement hours for the current FMLA leave year to determine how many hours they have remaining. To do this follow these steps.

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Process for Adding FMLA and OFLA in Workday

1. Go to the Absence Partner Actions and Reports dashboard. Under Remaining Hours select the Protected Leave Remaining Hours FMLA.

Absence Partner Actions & Reports

Protected Leave .. Reports Protected Leave .. Eligibility Protected Leave .. Requests Time Off & Protected Leave Requests

- 52 Week Rolling Forward Calculator
Protected Leave .. 52 Week Rolling Forward Calculator (To Be Used For Paid Leave Oregon, OFLA & FMLA)
- Eligibility & Entitlement Hours
 - Protected Leave .. Date Calculator .. Eligibility & Entitlement
 - Protected Leave .. OFLA Eligibility
 - Protected Leave .. OFLA Entitlement Hours
 - Protected Leave .. FMLA Eligibility & Entitlement Hours
- Requested Hours
 - Protected Leave .. Requested Hours .. Summary
 - Protected Leave .. Requested Hours .. Detail
 - Protected Leave .. Requested Hours .. Initial Request
- Remaining Hours
 - Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year
 - Protected Leave .. Remaining Hours .. OFLA
 - Protected Leave .. Remaining Hours .. FMLA**
 - Protected Leave .. Remaining Hours .. Paid Leave Oregon

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Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Enter the employee’s name in the Employee field.
 - For the Leave Year Start and End Date fields enter the date for when the leave year started and ended based on the event entered on the employee’s profile.
 - For the Entitlement Hours field enter the number of hours the employee is entitled to take based on the event entered on the employee’s profile.
 - Click OK to run the report.

Protected Leave .. Remaining Hours .. FMLA

Instructions Leave Year .. Start Date Must Be 01/01/2024 Or Greater.

Employee *

Leave Year .. Start Date *

Leave Year .. End Date *

FMLA Entitlement Hours *

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

- 3. On the results screen you will look at the FMLA Remaining Hours column and note the amount the employee has remaining.

Now that you know how many entitlement hours they have remaining you will create a new event for the qualifying purpose and add how many entitlement hours they have to use.

Protected Leave .. Remaining Hours .. FMLA

Employee: Brandy Meng Leave Year .. End Date: 01/04/2025
Leave Year .. Start Date: 01/04/2024 FMLA Entitlement Hours: 480

Initial Request Hours are Protected Leave requests that are pending update and may count toward FMLA hours once reviewed and approved.

1 item

FMLA Entitlement Hours	FMLA Requested Hours	FMLA Remaining Hours	Initial Request Hours
480	0	480	0

Next you will need to add the FMLA event to the employees profile.

- 6. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.

MENU W Q brandy meng

Brandy Meng
Statewide Workforce Development Consultant | CHRO Workforce Development - DAS | Salem | DAS | Executive Building

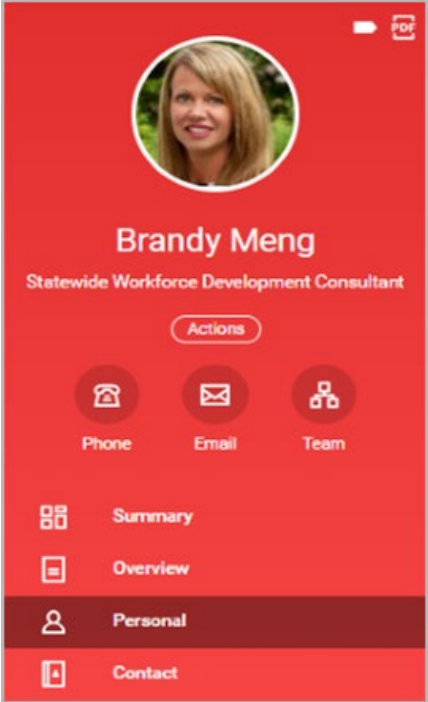
[VIEW MORE](#)

PROTECTED LEAVE

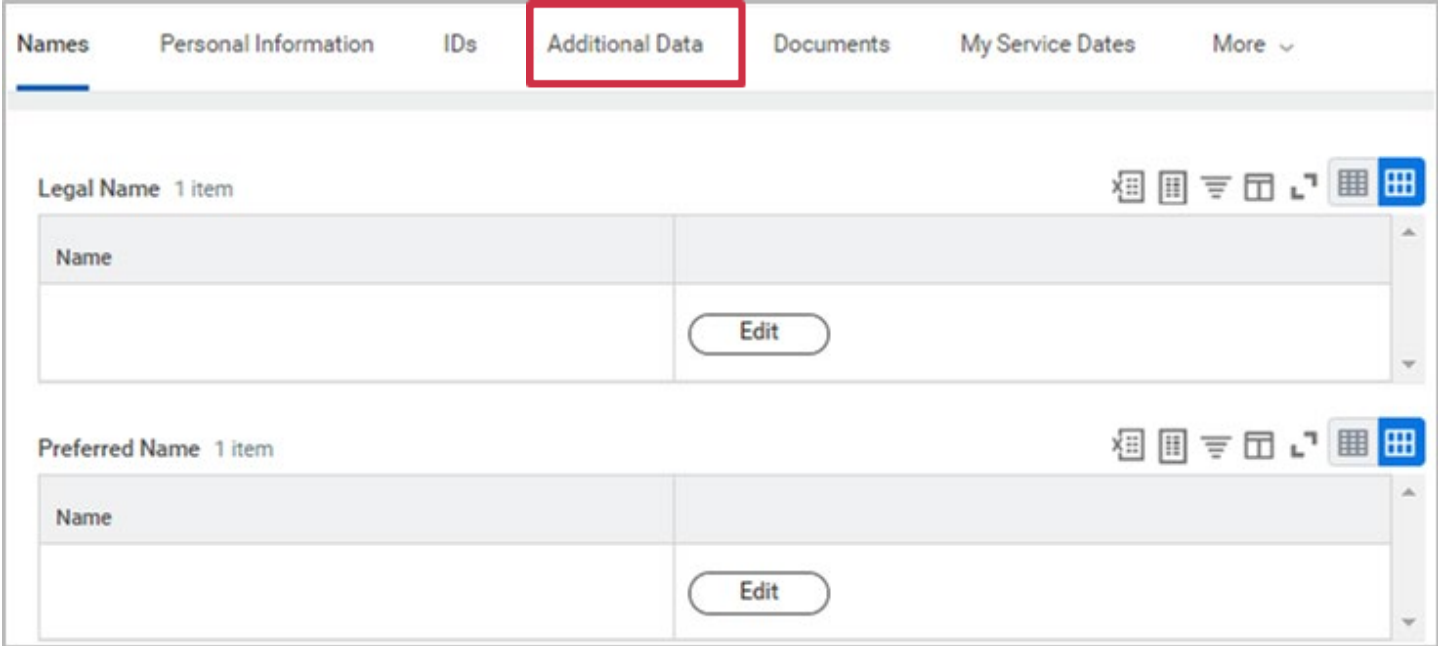
Process for Adding FMLA and OFLA in Workday



7. The search results will bring you to the landing page on the employee's profile. Click on Personal.



8. Click on the Additional Data tab.



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Process for Adding FMLA and OFLA in Workday

9. From the Edit Additional Data screen, look for the Family and Medical Leave Protected Leave section. Click on the Edit button.

The screenshot shows a table titled "Family & Medical Leave .. Protected Leave" with 0 items. The table has the following columns: Event #, Status, Protected Leave, Leave Year Start Date, Leave Year End Date, Exhaust Date, Qualifying Condition, Chronic Condition, SAIF Related, Condition Identifier, Auto Designated, Event Start Date, Event Proposed End Date, and Event End Date. Below the table is an "Edit" button.

10. From the Family and Medical Leave screen, click the plus icon to add a row. Once you add the row there will be several fields you'll need to complete for the event. When you are done click OK to add the event. You can edit the event at any time or when new information becomes available.

The screenshot shows the same table as above, but now with 1 item. The table has a plus icon in the first column. The fields are: Event # (1), Status (X Approved), Protected Leave (X OFLA), Leave Year Start Date (01/07/2024), Leave Year End Date (01/01/2025), Exhaust Date (MM/DD/YYYY), and Qualifying Condition (X Self). Below the table are "OK" and "Cancel" buttons.

Process for OFLA When an Employee Is In a Leave Year

This section will cover the process for when an employee's protected leave request is for a qualifying purpose under OFLA, and they are currently in a OFLA leave year.

From the previous step where you checked to see if the employee is currently in a FMLA or OFLA leave year, and Workday showed they were you need to take the start and end dates and the entitlement hours for the current FMLA leave year to determine how many hours they have remaining. To do this follow these steps.

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

1. Go to the Absence Partner Actions and Reports dashboard. Under Remaining Hours select the Protected Leave Remaining Hours OFLA.

Absence Partner Actions & Reports

Protected Leave .. Reports Protected Leave .. Eligibility Protected Leave .. Requests Time Off & Protected Leave Requests

- 52 Week Rolling Forward Calculator
Protected Leave .. 52 Week Rolling Forward Calculator (To Be Used For Paid Leave Oregon, OFLA & FMLA)
- Eligibility & Entitlement Hours
Protected Leave .. Date Calculator .. Eligibility & Entitlement
Protected Leave .. OFLA Eligibility
Protected Leave .. OFLA Entitlement Hours
Protected Leave .. FMLA Eligibility & Entitlement Hours
- Requested Hours
Protected Leave .. Requested Hours .. Summary
Protected Leave .. Requested Hours .. Detail
Protected Leave .. Requested Hours .. Initial Request
- Remaining Hours
Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year
Protected Leave .. Remaining Hours .. OFLA
Protected Leave .. Remaining Hours .. FMLA
Protected Leave .. Remaining Hours .. Paid Leave Oregon

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Enter the employee's name in the Employee field.
 - For the Leave Year Start and End Date fields enter the date for when the leave year started and ended based on the event entered on the employee's profile.
 - For the Entitlement Hours field enter the number of hours the employee is entitled to take based on the event entered on the employee's profile.
 - Click OK to run the report.

Protected Leave .. Remaining Hours .. OFLA

Instructions Leave Year .. Start Date Must Be 01/01/2024 Or Greater.

Employee *

Leave Year .. Start Date *

Leave Year .. End Date *

OFLA Entitlement Hours *

- 3. On the results screen you will look at the FMLA Remaining Hours column and note the amount the employee has remaining.

Now that you know how many entitlement hours they have remaining you will create a new event for the qualifying purpose and add how many entitlement hours they have to use.

Protected Leave .. Remaining Hours .. OFLA ... 01/10 101

Employee **Brandy Meng** Leave Year .. End Date 01/09/2025

Leave Year .. Start Date 01/10/2024 OFLA Entitlement Hours 480

Initial Request Hours are Protected Leave requests that are pending update and may count toward OFLA hours once reviewed and approved.

1 item

OFLA Entitlement Hours	OFLA Requested Hours	OFLA Remaining Hours	Initial Request Hours
480	0	480	0

PROTECTED LEAVE

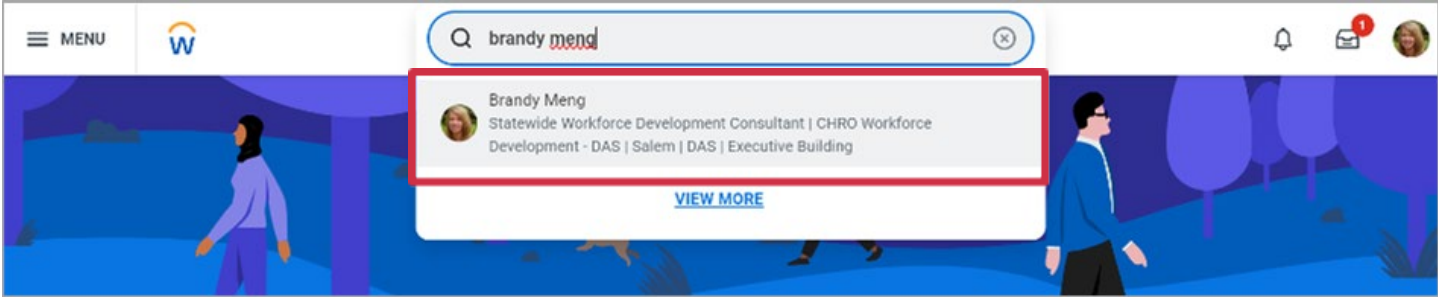
Process for Adding FMLA and OFLA in Workday



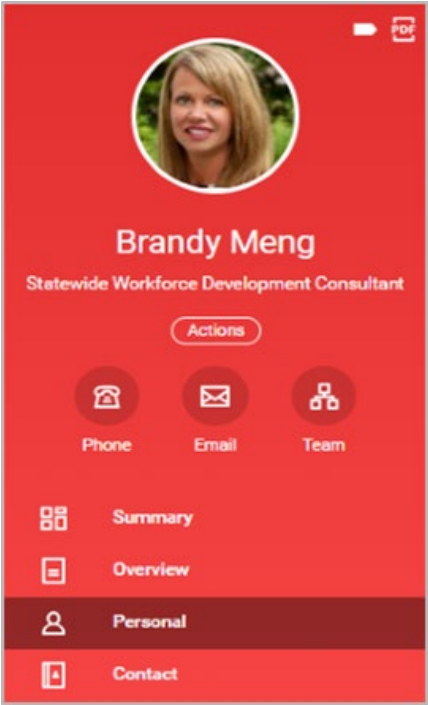
Steps for Determining if the Employee is in a Current Paid Leave Benefit Year

Now you will need to determine if the employee is in a current Paid Leave Oregon benefit year. To do this follow these steps.

1. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.



2. The search results will bring you to the landing page on the employee's profile. Click on Personal.



PROTECTED LEAVE

Process for Adding FMLA and OFLA in Workday



3. Click on the Additional Data tab.

The screenshot shows the 'Additional Data' tab selected in the Workday interface. It contains two sections for name management:

- Legal Name** (1 item): A table with a 'Name' column and an 'Edit' button.
- Preferred Name** (1 item): A table with a 'Name' column and an 'Edit' button.

4. From the Additional Data screen, look for the Disability Insurance Paid Leave Oregon section. Under this section you will be able to see if any Paid Leave Oregon events have been added. If they are in a current Paid Leave Oregon benefit year you will want to make note of the following columns before proceeding to the next step because you will need this information to complete the process in Workday.

- Paid Leave Oregon Benefit Year Start Date
- Paid Leave Oregon Benefit Year End Date
- Event Start Date
- Event End Date

The screenshot shows the 'Disability Insurance .. Paid Leave Oregon' section with one item. The table below contains the following data:

Event #	Type	Paid Leave Oregon Benefit Year Start Date	Paid Leave Oregon Benefit Year End Date	Status	Event Start Date	Event End Date	Paid Leave Oregon Eligible for Job Protection	Number of Work Days Approved
1	Paid Leave Oregon .. Continuous	01/10/2024	01/09/2025	Approved	01/12/2024	02/01/2024	Yes	4

PROTECTED LEAVE

Process for Adding FMLA and OFLA in Workday



Steps for Determining the Number of Paid Leave Hours Used

If you did not note the number of OFLA entitlement hours the employee has available by running the Protected Leave OFLA Entitlement Hours report, you will need to do that before moving on to this step.

If the employee is in a current Paid Leave benefit year you will need to determine how many hours they have used. To do so follow these steps.

1. Go to the Absence Partner Actions and Reports dashboard. Under Remaining Hours select the Protected Leave OFLA Available Hours Within Paid Leave Oregon Benefit Year.

A screenshot of the Workday Absence Partner Actions & Reports dashboard. The dashboard has a green header with the title "Absence Partner Actions & Reports". Below the header are four tabs: "Protected Leave .. Reports", "Protected Leave .. Eligibility", "Protected Leave .. Requests", and "Time Off & Protected Leave Requests". The "Protected Leave .. Reports" tab is selected. The main content area is divided into three sections: "52 Week Rolling Forward Calculator", "Eligibility & Entitlement Hours", and "Requested Hours". Under "Eligibility & Entitlement Hours", there are four reports listed: "Protected Leave .. Date Calculator .. Eligibility & Entitlement", "Protected Leave .. OFLA Eligibility", "Protected Leave .. OFLA Entitlement Hours", and "Protected Leave .. FMLA Eligibility & Entitlement Hours". Under "Requested Hours", there are three reports listed: "Protected Leave .. Requested Hours .. Summary", "Protected Leave .. Requested Hours .. Detail", and "Protected Leave .. Requested Hours .. Initial Request". Under "Remaining Hours", there are four reports listed: "Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year" (highlighted with a red box), "Protected Leave .. Remaining Hours .. OFLA", "Protected Leave .. Remaining Hours .. FMLA", and "Protected Leave .. Remaining Hours .. Paid Leave Oregon". A left sidebar contains navigation icons for home, search, reports, favorites, and settings. A right sidebar contains a navigation arrow icon.

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

- 2. On the search prompt, enter the following:
 - Employee’s name in the Employee field.
 - Enter the Paid Leave Oregon Benefit Year Start and End Dates.
 - Leave the default value for the Weeks of Paid Leave Oregon Within Benefit Year field.
 - If the employee received Paid Leave Oregon benefits in 2023, enter how many hours they used.
 - Enter the number of OFLA entitlement hours available for the employee.
 - Click OK to run the report.

Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year

Worker	* <input type="text" value="× Brandy Meng ..."/>
Paid Leave Oregon Benefit Year Start Date	* <input type="text" value="01/07/2024"/>
Paid Leave Oregon Benefit Year End Date	* <input type="text" value="01/06/2025"/>
Weeks Of Paid Leave Oregon Within Benefit Year	* <input type="text" value="16"/>
Paid Leave Oregon Hours Used From 09/03/2023 Through 12/31/2023	<input type="text" value="0"/>
OFLA Entitlement Hours	* <input type="text" value="480"/>

PROTECTED LEAVE

Process for Adding FMLA and OFLA in Workday



3. On the report results screen under the Paid Leave Oregon Hours, you will see the Paid Leave Oregon Hours Remaining field. Note how many hours are remaining for Paid Leave Oregon.

Protected Leave .. OFLA Available Hours Within Paid Leave Oregon Benefit Year 016 101 PDF

Table View
17 items

.. EMPLOYEE DATA ..	
Employee	
.. PAID LEAVE OREGON BENEFIT YEAR ..	
Paid Leave Oregon Benefit Year Start Date	10/01/2023
Paid Leave Oregon Benefit Year End Date	09/28/2024
.. PAID LEAVE OREGON HOURS ..	
Weeks Of Paid Leave Oregon Within Benefit Year	16
Weeks Of Paid Leave Oregon Converted To Hours	640
Paid Leave Oregon Hours Used From 09/03/2023 Through 12/31/2023 (Report Prompt)	
Paid Leave Oregon Hours used From 01/01/2024 Through Paid Leave Oregon Benefit Year End Date (Calculated)	0
Paid Leave Oregon Hour Remaining	640
.. OFLA HOURS ..	
OFLA Entitlement Hours (Report Prompt)	480
OFLA Hours Used From 01/01/2024 Through Paid Leave Oregon Benefit Year End Date (Calculated)	0
OFLA Hours Remaining	480
OFLA HOURS AVAILABLE FOR USE IN PAID LEAVE OREGON BENEFIT YEAR	
OFLA Available Hours	480

PROTECTED LEAVE



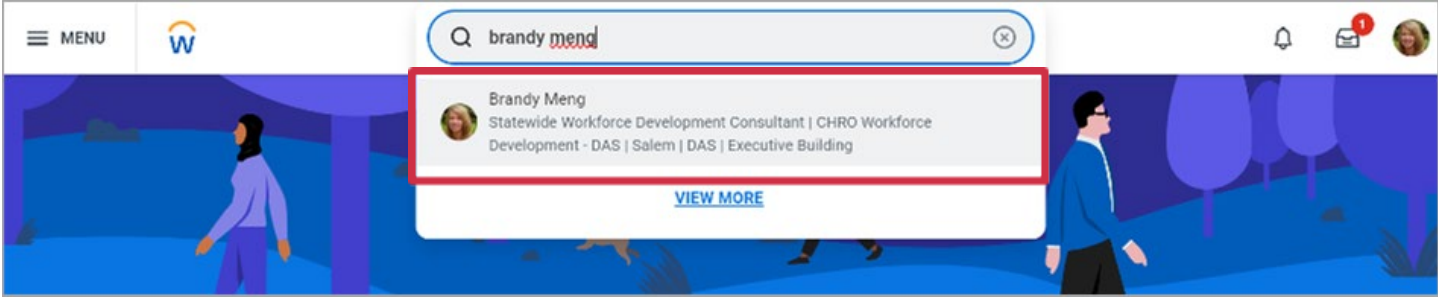
Process for Adding FMLA and OFLA in Workday

Steps for Adding the OFLA Event in Workday

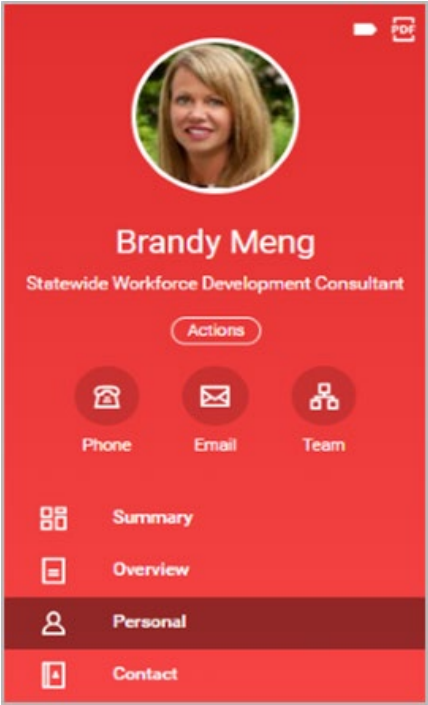
Now you will need to add the OFLA event to the employees profile.

When you are done click OK to add the event. You can edit the event at any time or when new information becomes available.

1. In the search bar, type in the employee's name. Click on the employee's name to go to their profile.



2. The search results will bring you to the landing page on the employee's profile. Click on Personal.



PROTECTED LEAVE

Process for Adding FMLA and OFLA in Workday



3. Click on the Additional Data tab.

The screenshot shows the 'Additional Data' tab selected in a Workday interface. The tab is highlighted with a red box. Below the tab, there are two sections: 'Legal Name' and 'Preferred Name', each with a table and an 'Edit' button.

Legal Name 1 item	
Name	
	Edit

Preferred Name 1 item	
Name	
	Edit

4. From the Edit Additional Data screen, look for the Family and Medical Leave Protected Leave section. Click on the Edit button.

The screenshot shows the 'Family & Medical Leave .. Protected Leave' section in a Workday interface. The section is titled 'Family & Medical Leave .. Protected Leave' and shows '0 items'. Below the title, there is a table with columns for Event #, Status, Protected Leave, Leave Year Start Date, Leave Year End Date, Exhaust Date, Qualifying Condition, Chronic Condition, SAIF Related, Condition Identifier, Auto Designated, Event Start Date, Event Proposed End Date, and Event End Date. An 'Edit' button is visible at the bottom left of the section.

Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Chronic Condition	SAIF Related	Condition Identifier	Auto Designated	Event Start Date	Event Proposed End Date	Event End Date
0 items													

[Edit](#)

PROTECTED LEAVE



Process for Adding FMLA and OFLA in Workday

- 5. Click on the Edit button. From the Family and Medical Leave screen, click the plus icon to add a row. Once you add the row there will be several fields you'll need to complete for the event.
 - If the employee is in a current Paid Leave Oregon benefit year then you will need to complete these additional fields to the event:
 - Click the checkbox next to the Paid Leave Oregon Benefit Year.
 - In the OFLA Hours Available (Due To Paid Leave Oregon Benefit Year) field, you will enter the number of OFLA hours the employee has left that you noted from the Protected Leave OFLA Available Hours Within Paid Leave Oregon Benefit Year report.

Family & Medical Leave .. Protected Leave

1 Item

	Event #	Status	Protected Leave	Leave Year Start Date	Leave Year End Date	Exhaust Date	Qualifying Condition	Chronic Condition
	1	X Approved	X OFLA	01/07/2024	01/01/2025	MM/DD/YYYY	X Self	<input type="checkbox"/>

OK Cancel