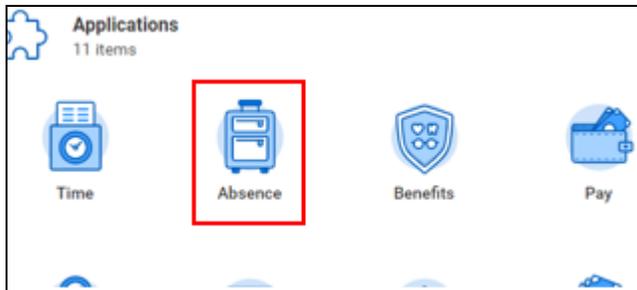
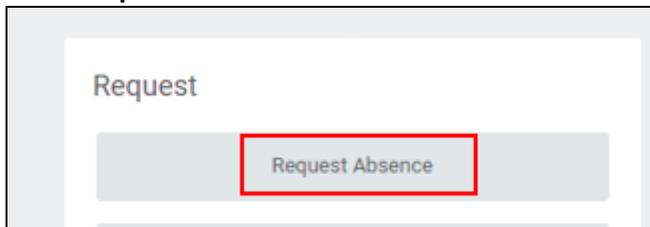


Iowa Department of Human Services
Request FMLA Leave of Absence

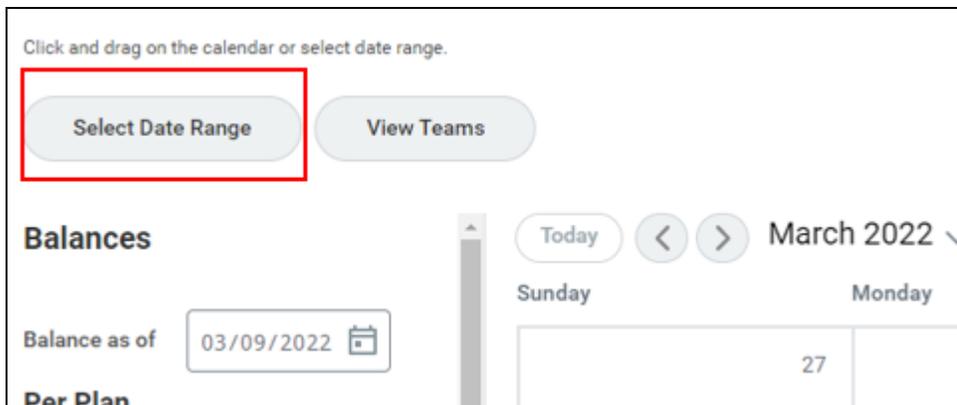
To request FMLA Leave of Absence, first access the **Absence** screen.



Click **Request Absence**.



Select **Date Range**.



Enter the **Date Range** and **Type**:

- ◆ Leave for Employee Health Condition
 - FMLA Employee Health Condition (continuous)
 - Intermittent FMLA-Employee Health Condition (intermittent)
- ◆ Leave to Care for Family Member
 - FMLA- Family Health Condition (continuous leave to care for a family member)
 - Intermittent FMLA- Family Health Condition (leave to care for a family member on an intermittent basis)

Select

- Regular Time Offs >
- Conversion and Buyout Time >
- Leave for Employee Health Condition >
- Leave to Care for Family Member >
- Leave for Military Service and Military FMLA >
- Other Leaves of Absence >
- Leave - Continuous Time Offs >
- Leave - Intermittent Time Offs >
- Workers' Comp Time Offs >

From * []

To * []

Type * Search [☰]

Next Cancel

Confirm the **Date Range** and add **Reason**:

Total 2,040 Hours - FMLA - Employee Health Condition

Request 1 item

*From 03/09/2022 *To 03/09/2023

Details

- Conversion
- Illness
- Injury
- Pregnancy/Maternity

Last Day of Work

Reason * Search [☰]

enter your comment

Submit the FMLA absence.

Once done, **immediately** navigate to the Workday inbox to acknowledge the FMLA Rights and Responsibilities.