

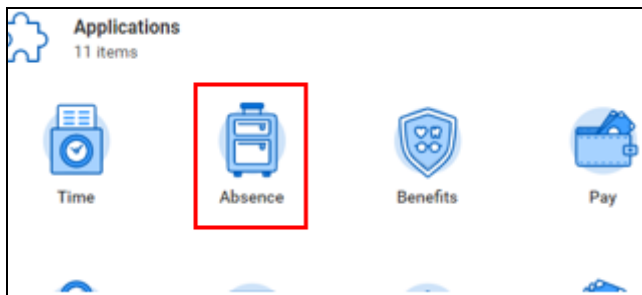
Iowa Department of Human Services
Requesting Continuous FMLA Time Off in Workday

Once you have provisionally approved FMLA Leave of Absence for your continuous leave you will see the leave of absence span over the requested dates, in green, on your absence calendar:

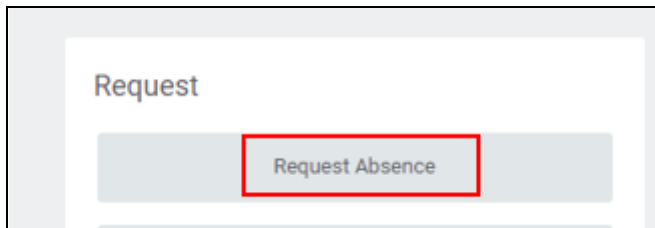
11	12	13	14	15
FMLA - Adoption, Foster Placement, and Care for Newborn				
▼	▼	▼	▼	▼
18	19	20	21	22
FMLA - Adoption, Foster Placement, and Care for Newborn				
▼	▼	▼	▼	▼
25	26	27	28	29
FMLA - Adoption, Foster Placement, and Care for Newborn				

This does not pay the employee. This only signifies approved FMLA Leave of Absence. FMLA Time-Off types must be added to each day during the Leave of Absence that the employee is scheduled to work in order for the employee to be paid during their time-off.

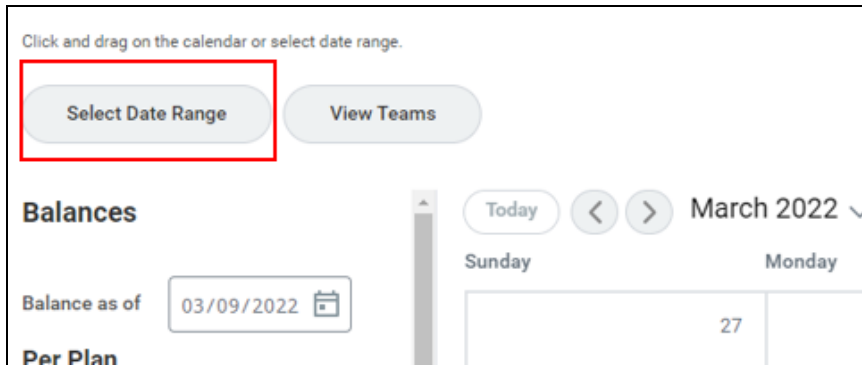
To request FMLA Time-Off, first access the **Absence** screen.



Click **Request Absence**.

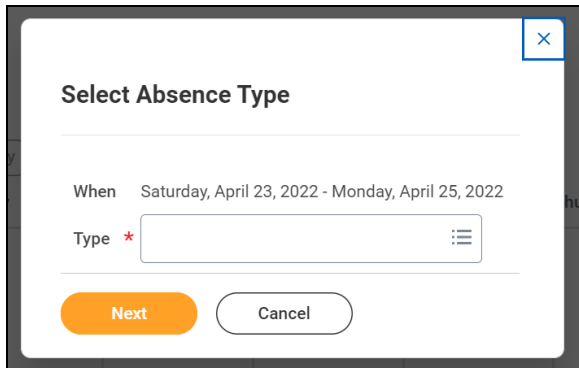


Select dates of leave (tip: break continuous leave requests into pay periods to avoid system errors which could result in pay issues).

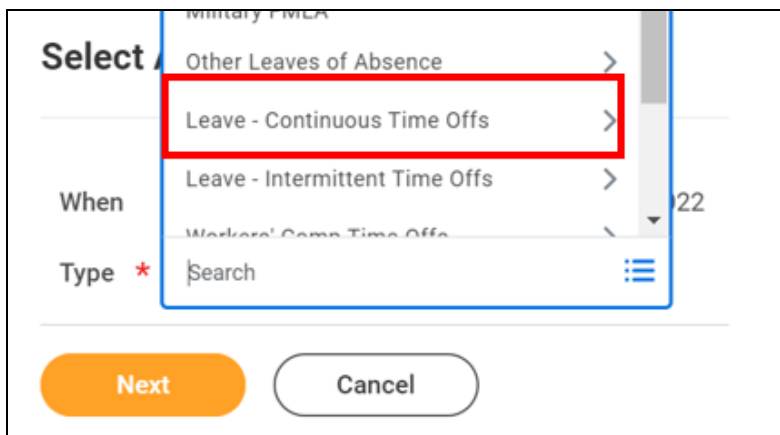


Click the orange **Request Absence** button in the bottom left hand corner.

Select type:



Select **Leave – Continuous Time Offs**.



Choose which time-off type to request:

Note: If leave is to care for a family member, you are unable to use FMLA Sick

A dialog box titled "Select" with a close button (X) in the top right corner. It contains a list of radio button options: "FMLA Banked Holiday" (selected), "FMLA Compensatory", "FMLA Family Care", "FMLA Holiday Compensatory", "FMLA Sick", and "FMLA Vacation". Below the list is a "When" field with a date "07/22" and a "Type" field with a search icon and a list icon. At the bottom are "Next" and "Cancel" buttons.

Confirm the date range and time-off type.

A table showing time-off requests. The total is "40 hours - FMLA Compensatory". The table has columns for "Request" (with expand/collapse icons), "*From", "*To", "*Type", "Quantity per Day", "Total", and an "Edit Quantity per Day" button.

	*From	*To	*Type	Quantity per Day	Total	
⊖	07/15/2022	07/15/2022	× FMLA Compensatory ...	7 hours	7 hours	Edit Quantity per Day
⊖	07/18/2022	07/21/2022	× FMLA Compensatory ...	Variable Quantity	33 hours	Edit Quantity per Day

Finally, click **Submit**.

Once the manager approves the submitted time-offs, the employee absence calendar should have the provisionally approved FMLA leave of absence **and** the time-off types, which generates the employee's pay.

An absence calendar grid showing dates 1 through 18. On dates 1, 2, 3, and 4, there are two green bars: "FMLA - Adoption, Foster Placement, and Care for Newborn" and "FMLA Banked Holiday". On dates 8, 9, 10, and 11, there are two green bars: "FMLA - Adoption, Foster Placement, and Care for Newborn" and "FMLA Compensatory".