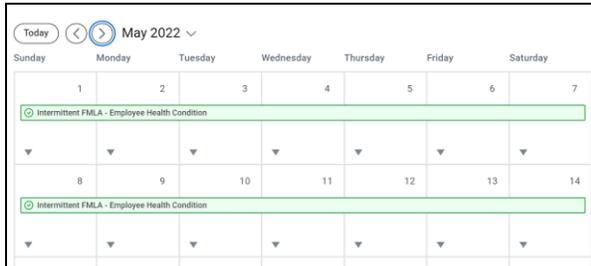


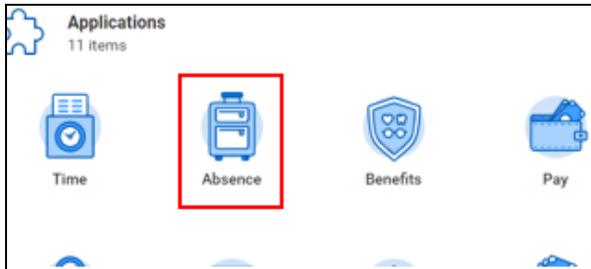
Iowa Department of Human Services  
**Requesting Intermittent FMLA Time Off In Workday**

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

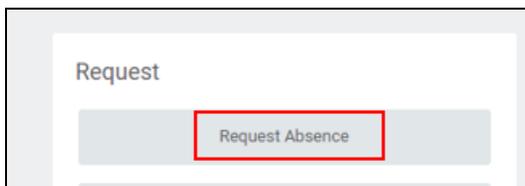


This does not pay the employee. This only signifies provisionally approved FMLA Leave of Absence. FMLA Time-Off types must be added to each day during the Leave of Absence that the employee is scheduled to work in order for the employee to be paid during their time-off.

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



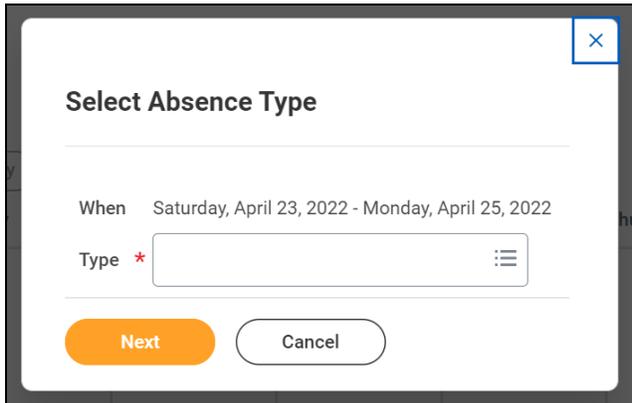
Click **Request Absence**:



Select the dates intermittent FMLA was used:



Select orange **request absence** button in the bottom left hand corner, then select the **Type**:



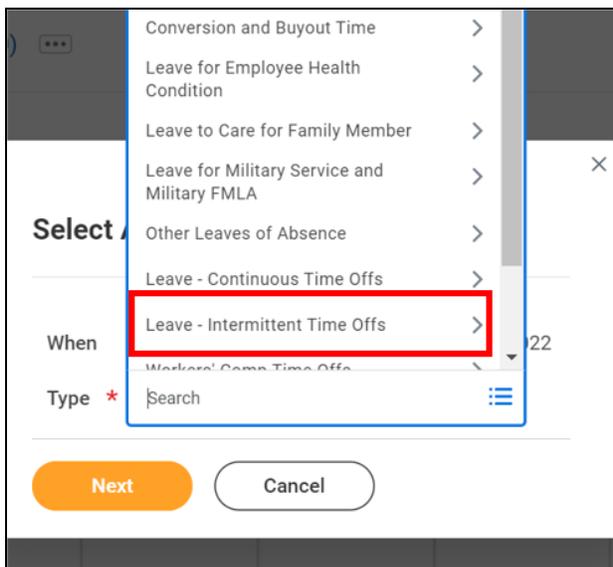
**Select Absence Type**

When Saturday, April 23, 2022 - Monday, April 25, 2022

Type \*

**Next** **Cancel**

Select **Leave – Intermittent Time Offs**.



**Select Absence Type**

When Saturday, April 23, 2022 - Monday, April 25, 2022

Type \*

- 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 >

**Next** **Cancel**

Most common options to use:

- ◆ Intermittent FMLA Banked Holiday
- ◆ Intermittent FMLA Compensatory
- ◆ Intermittent FMLA Family Care
- ◆ Intermittent FMLA Holiday Compensatory
- ◆ Intermittent FMLA Sick
- ◆ Intermittent FMLA Vacation Time Off

Confirm date and time-off type, then click **Next**.

|   |                           |                           |   |                  |         |                                    |
|---|---------------------------|---------------------------|---|------------------|---------|------------------------------------|
| Total 8 hours - Intermittent FMLA Sick              |                           |                           |   |                  |         |                                    |
| Request 1 item <span style="float: right;">☰</span> |                           |                           |   |                  |         |                                    |
| +   | *From                     | *To                       | *Type                                       | Quantity per Day | Total   |                                    |
|   | 05/09/2022 <span>📅</span> | 05/10/2022 <span>📅</span> | × Intermittent FMLA Sick ... <span>☰</span> | 8 hours          | 8 hours | <span>Edit Quantity per Day</span> |

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.

|  |    |    |  |
|--|----|----|--|
| <div style="border: 1px solid green; padding: 5px; margin-bottom: 5px;"><input checked="" type="checkbox"/> Intermittent FMLA - Employee Health Condition<br/>Intermittent FMLA - Employee Health Condition</div> <div style="border: 1px solid green; padding: 5px;"><input checked="" type="checkbox"/> Intermittent FMLA Sick</div> |    |    |  |
| ▼  | ▼  | ▼  |  |
| 9  | 20 | 21 |  |