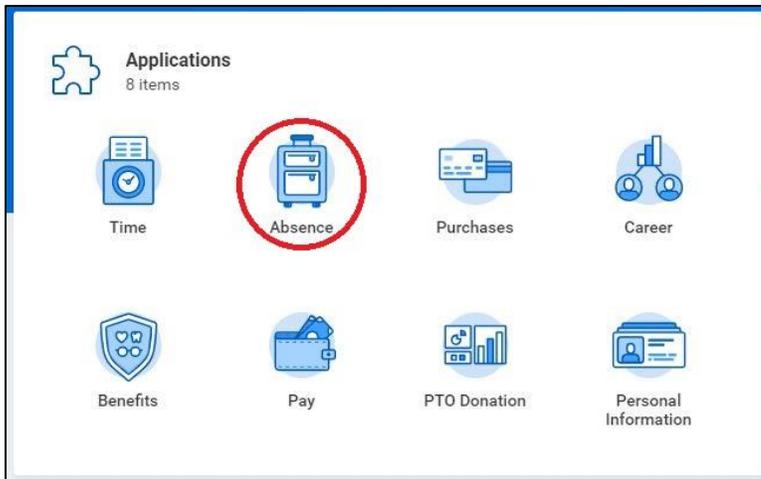


How to handle FMLA in Workday

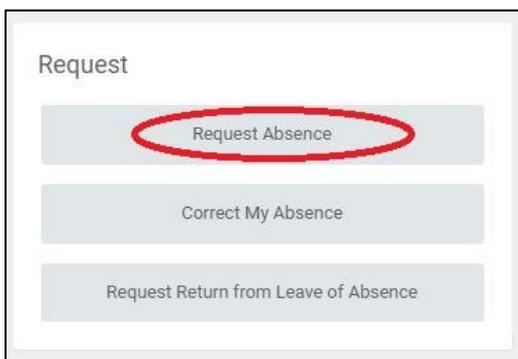
For any time off need, always start with your direct supervisor or Timesheet Approver. Workday helps to simplify the FMLA process, and gives you more control over your own timekeeping while on an FMLA leave. Depending on your need, there are different options for requesting FMLA, tracking your time off, and returning to work after your leave is done. Please refer to the section that best describes your need.

Requesting continuous FMLA: When you need one continuous period of time off.

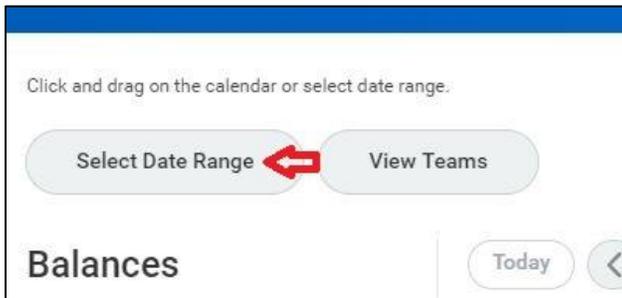
1. From your Workday home screen, click on the Absence icon



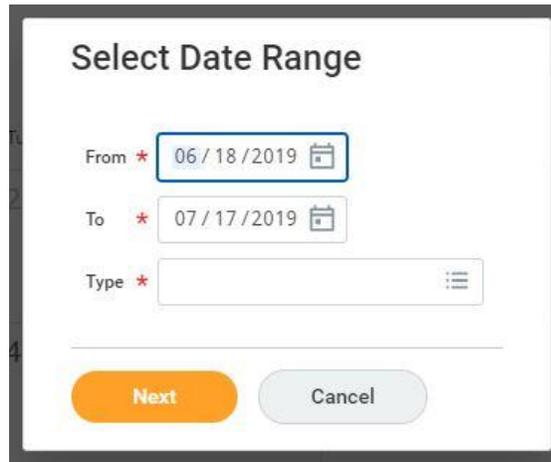
2. In the Request box, click on Request Absence



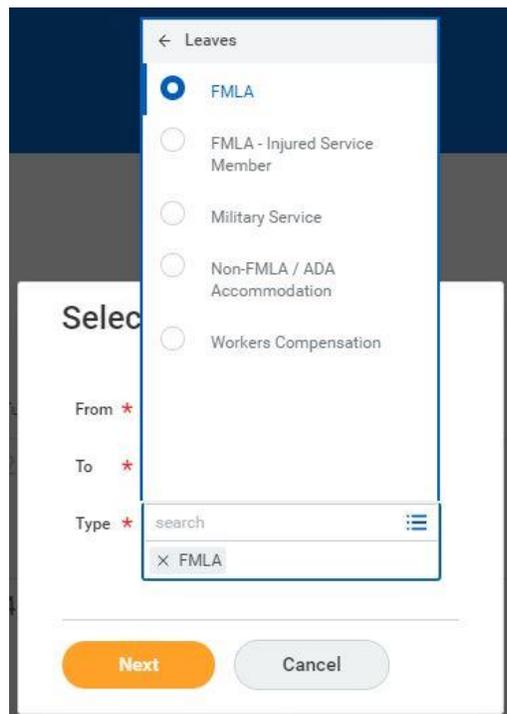
3. Look for the Select Date Range button at the top left of the calendar



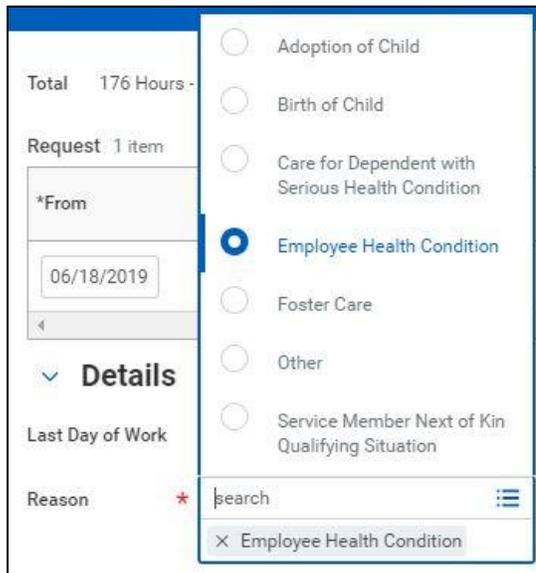
- a. In the pop-up box enter the beginning and ending dates of your request



- b. In the Type section, select Leaves and click on FMLA. If everything is accurate, click Next



4. Use the Reason box to select the FMLA reason that best applies to your need. If you want to give more details without disclosing PHI, you have the option to add a comment in the Comments text-box



The screenshot shows a web form for an FMLA request. On the left, there is a sidebar with the following information: 'Total 176 Hours -', 'Request 1 item', '*From' with a date input field containing '06/18/2019', a 'Details' section with a downward arrow, and 'Last Day of Work'. The main area features a dropdown menu for 'Reason' with a red asterisk indicating it is required. The dropdown is open, showing a search bar and a list of radio button options: 'Adoption of Child', 'Birth of Child', 'Care for Dependent with Serious Health Condition', 'Employee Health Condition' (which is selected), 'Foster Care', 'Other', and 'Service Member Next of Kin Qualifying Situation'. Below the list, the text 'Employee Health Condition' is visible with a close icon.

5. Click Submit



The screenshot shows two buttons: an orange 'Submit' button and a grey 'Cancel' button.

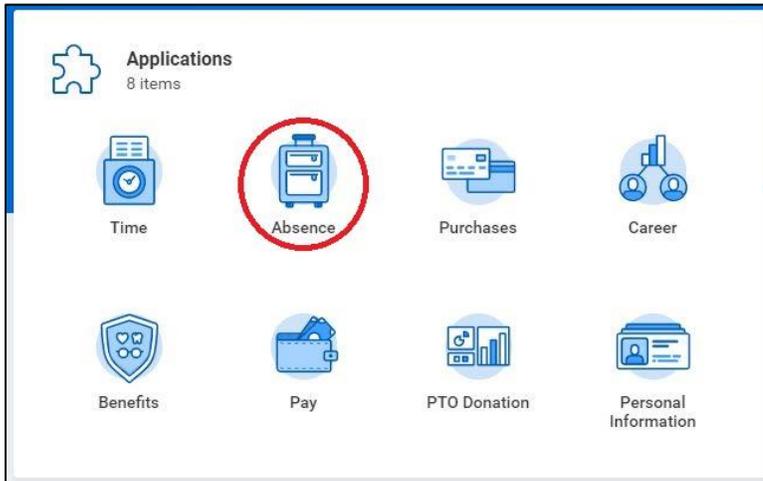
Your request will route to the Absence Partner (HR) for approval:

- HR will compile forms using information from the FMLA request
- HR sends forms by MAHEC email to the employee to complete and return to HR
- HR uploads completed forms to the FMLA request and approves
- You will see a Notification when your FMLA has been approved

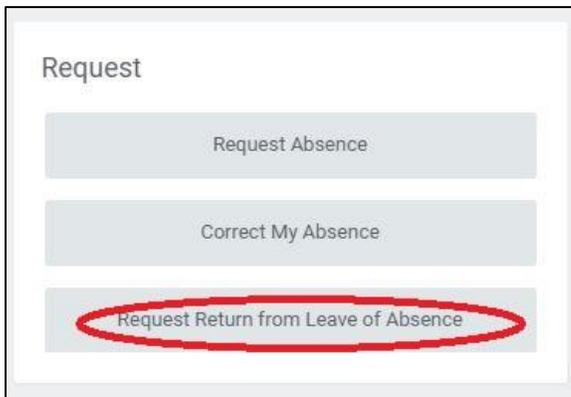


Returning to work from continuous FMLA:

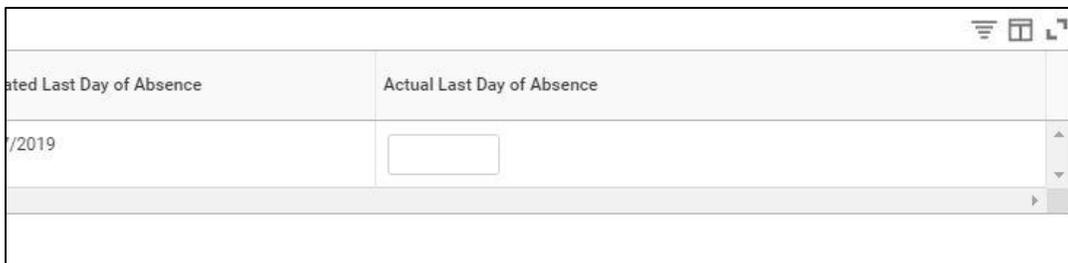
1. From your Workday home screen, click on the Absence icon



2. In the Request box, click on Request Return from Leave of Absence



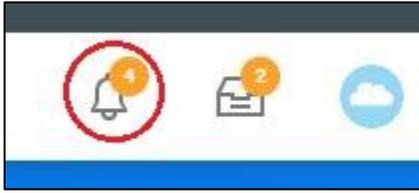
3. The column on the right is Actual Last Day of Absence. Enter the last day of your absence before you returned to work. In another box you may be prompted to enter your first day back at work; this is optional



4. Enter any comments necessary and then click Submit



5. You will see a Notification when your Return has been approved

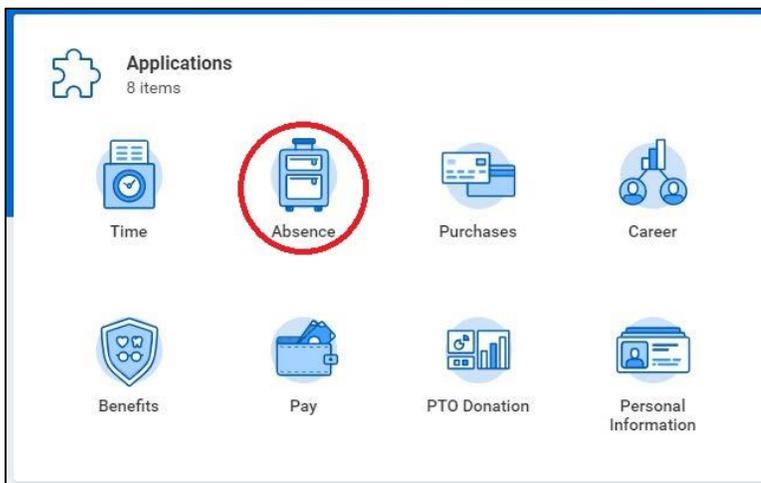


Requesting Intermittent FMLA: When you have an ongoing need for occasional time off.

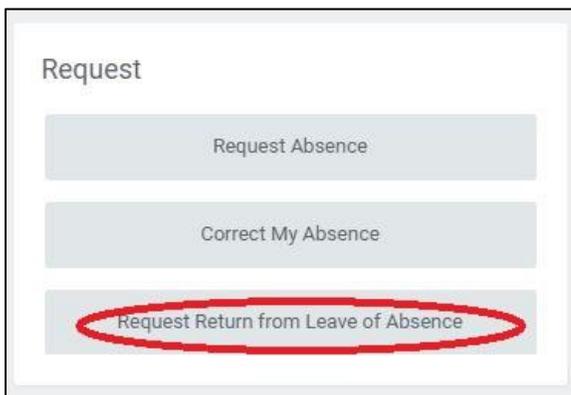
Intermittent FMLA must be added to your Absence Calendar by the Absence Partner (HR). If you need Intermittent FMLA, please contact HR with the estimated beginning and ending dates of your need for occasional time off. Use regular call-out procedures for your department when you need to take time off related to your Intermittent FMLA.

Returning to work from Intermittent FMLA:

1. From your Workday home screen, click on the Absence icon



2. In the Request box, click on Request Return from Leave of Absence



- The column on the right is Actual Last Day of Absence. Enter the last day of your absence before you returned to work. In another box you may be prompted to enter your first day back at work; this is optional

Planned Last Day of Absence	Actual Last Day of Absence
7/2019	<input type="text"/>

- Enter any comments necessary and then click Submit

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

- You will see a Notification when your Return has been approved



Timekeeping while on continuous FMLA:

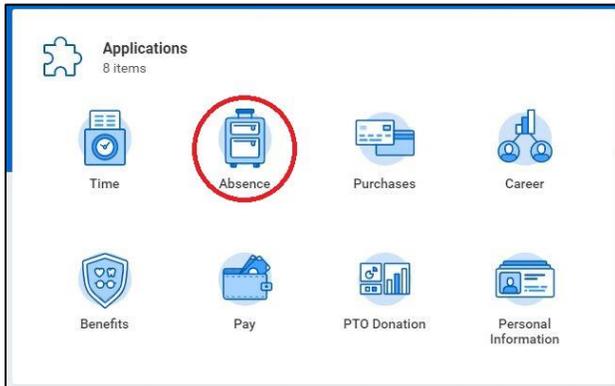
Access to Workday is available from any device and any internet connection. There is no need to access MAHEC's secure server, simply navigate to MAHEC's Workday: <https://wd5.myworkday.com/mahec>.

When possible, you should continue to enter and submit timesheets as usual while on leave. If you are not able to submit your own time, your Timesheet Approver may be able to enter and submit timesheets on your behalf. Please keep in mind these guidelines as you enter your time:

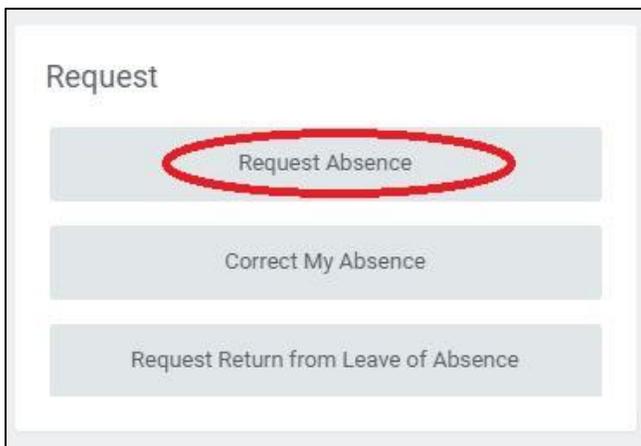
- Utilize all available PTO first – required
- Use Shared PTO (if available) after your own PTO is exhausted – required
- It is optional to use available Holiday time
- Use Leave Without Pay if no PTO is available – required
- Submit and approve timesheets as usual, entering enough hours to account for your full, regular schedule

Non-Exempt (hourly) absence tracking:

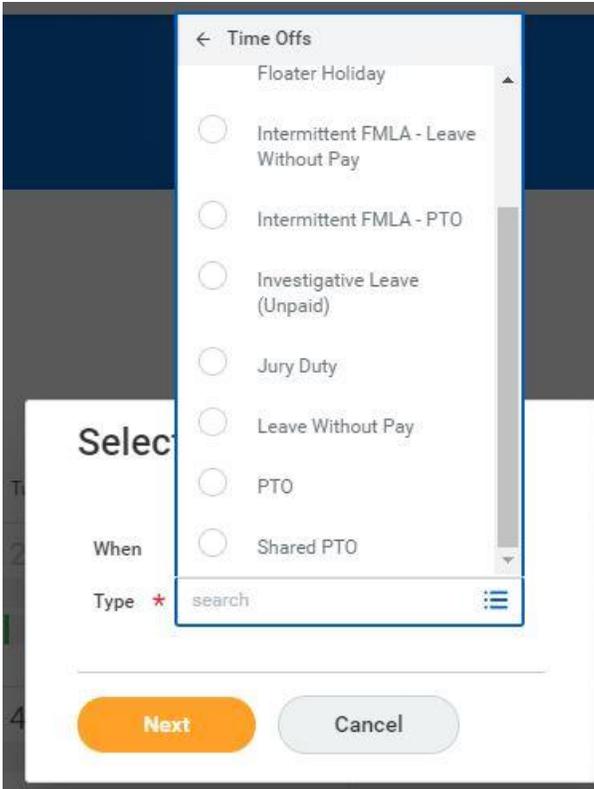
1. From your Workday home screen, click on the Absence icon



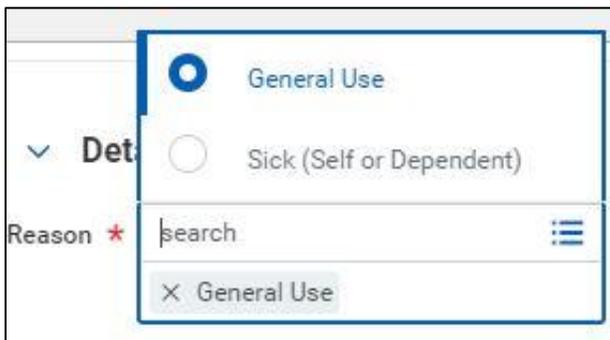
2. In the Request box, click on Request Absence



3. Click on the day(s) relevant to the pay period and then click on the Request Absence button on the bottom left of the screen
4. In the pop-up box select the Type text box and choose Time Offs. This will give you all the Time Off options available to you (PTO, Leave Without Pay, Shared PTO, Holiday). Select the appropriate Time Off Type and click Next



5. Be sure to make a selection in the Reason box (General Use, unless the absence is to cover flu-like symptoms) and then click Submit



6. The Timesheet Approver will review and approve timesheets as usual

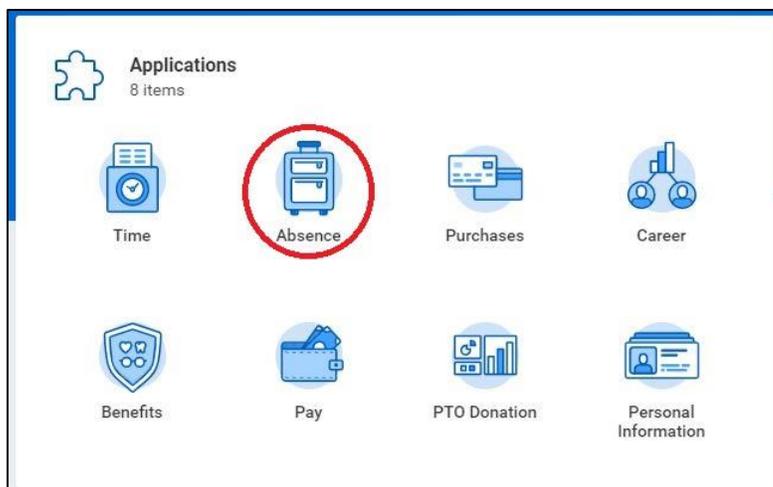
Exempt (salary) absence tracking:

Absence tracking while on FMLA is the same as with Non-Exempt employees with one key difference. Exempt employees' scheduled working hours are pre-loaded on the timesheet and must either be changed to PTO, or deleted from the timesheet. All other absence requests are the same as for Non-Exempt employees.

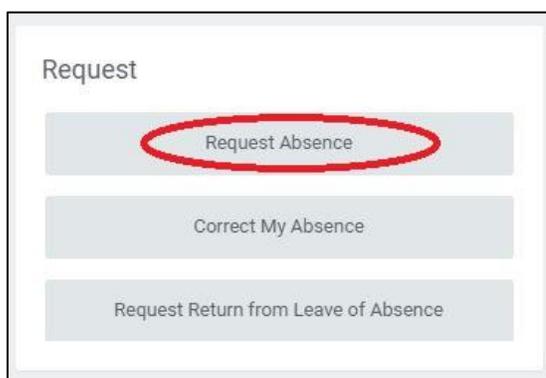
Timekeeping while on Intermittent FMLA:

The nature of Intermittent FMLA is that you need time off occasionally, but are otherwise at work. Remember to use regular call-out procedures for any time off. You should continue to enter and submit timesheets as usual while on Intermittent FMLA, but we have developed absence codes specific to this type of time off for you to distinguish between regular time off, and time off related to Intermittent FMLA. This process is the same for Exempt and Non-Exempt employees except that Exempt employees will need to delete regular hours worked from their schedule.

1. From your Workday home screen, click on the Absence icon

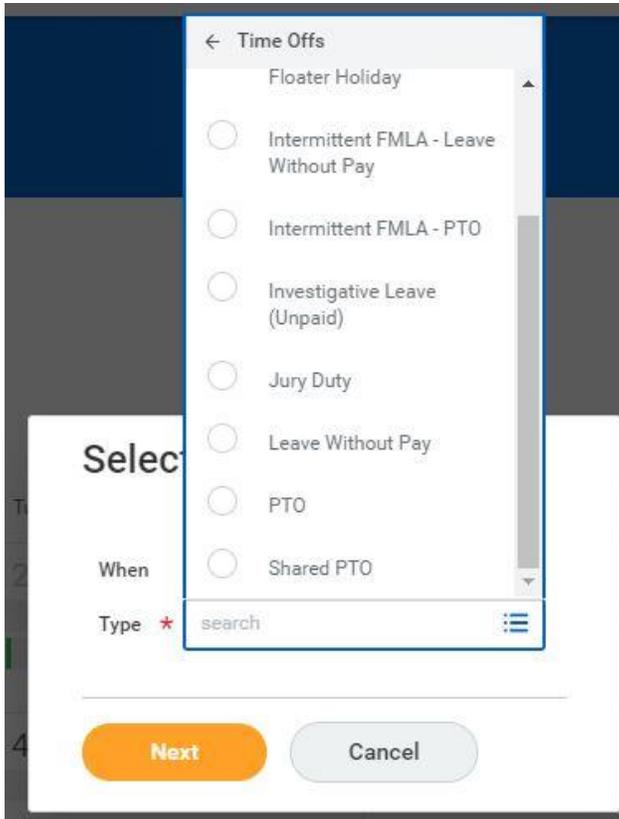


2. In the Request box, click on Request Absence



3. Click on the day(s) relevant to the pay period and then click on the Request Absence button on the bottom left of the screen

- In the pop-up box select the Type text box and choose Time Offs. This will give you all the Time Off options available to you (Intermittent FMLA-PTO, Intermittent FMLA-Leave Without Pay...). Select the appropriate Time Off Type and click Next



- Add what comments you feel necessary and then click Submit
- The Timesheet Approver will review and approve timesheets as usual