BEGIN

I need to go on FMLA leave.

The employee needs time away from work for a reason that may be covered by FMLA (Family and Medical Leave Act).

Primary reasons include:

- Sick/Injured leave of absence
- Becoming a parent leave absence

Step 1. Request LOA

Use Enter Absence to request the date range employee will need to be on leave. Choose one of the following types:

- LOA - General Request - Sick/Injured/ Family Member care Leave
- LOA - General Request - Becoming a Parent

Employee, HR Partner, or Academic Partner

Step 2. Complete FORM(S)

Complete the appropriate Employee Domain Provider Certification Form(s) and Submit to UWHR.

Step 3. Review FORM(S)

Campus HR or Academic HR will review the form(s) submitted. Follow-up will happen if necessary at this step.

Step 4. Send EMAIL

An email will be sent to the employee’s supervisor AND/OR hr Partner (Campus HR) or dean’s office (Academic HR) with approved leave type and date range.

Step 5. Approve

Absence office partner will CHANGE LEAVE TYPE TO "FMLA Approved" WHICH WILL APPEAR ON THE Employee’s Absence Calendar in Workday.

Step 6. Enter TIME OFF

Enter time off for leave period. This determines pay:

- Do not take days off that you would typically not work (e.g. Sat & Sun for Mon-Fri workers).
- Exception: Faculty must include Sat & Sun when FMLA is not intermittent.
- If leave is intermittent, include a comment THAT SAYS "FMLA" on each TIME OFF BLOCK TAKEN (Vacation, unpaid, sick Time off, etc.).

Step 7. Absence Tracking

Automatically enter absences that required tracking of time off by our partner. These use the amount of leave entitlement actually taken.

Step 8. Return from Leave

Return employee from leave in Workday on the day they return.

Campus HR Or Academic HR

University of Washington
INTEGRATED SERVICE CENTER