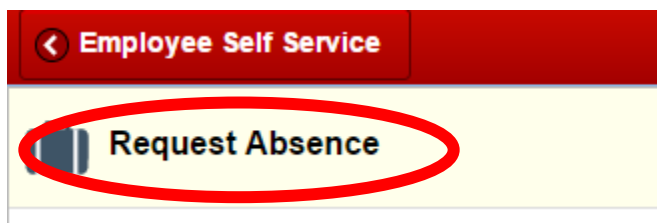
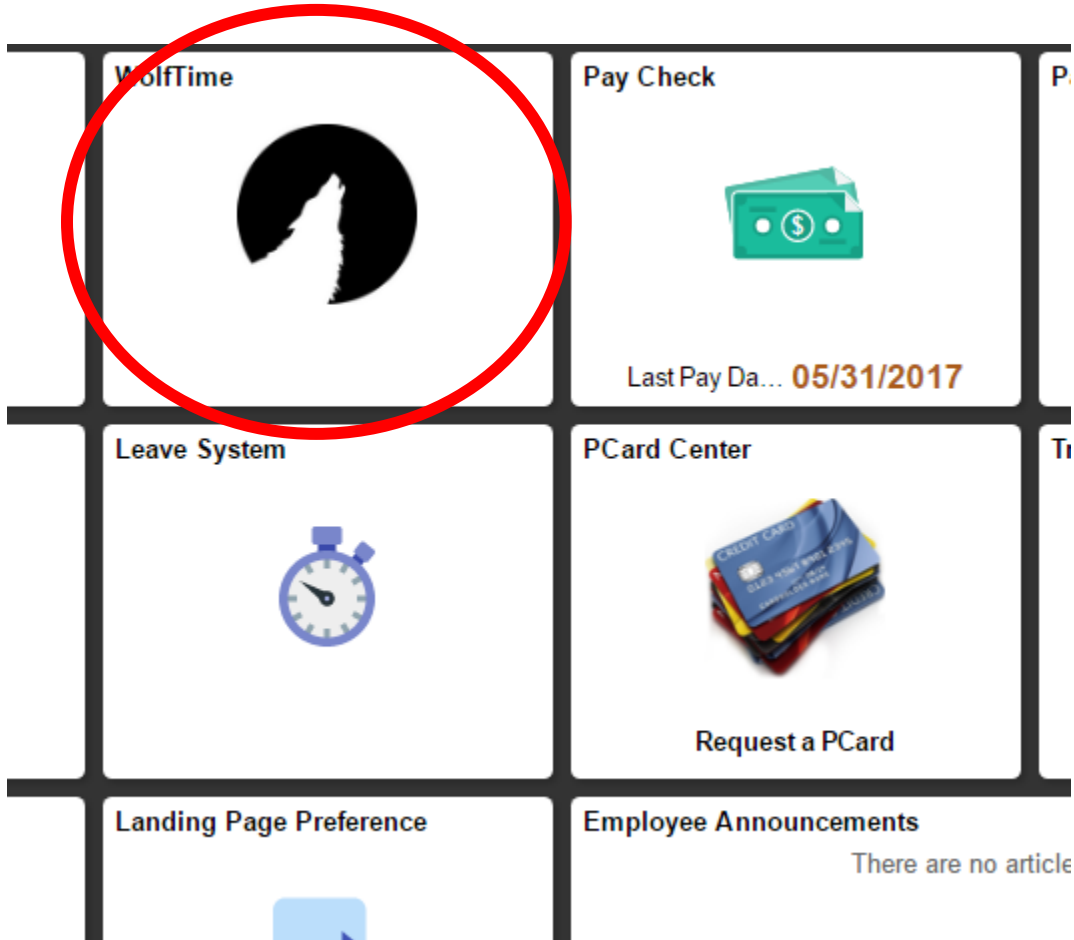


Employee's Guide for Requesting Family Medical Leave (FML) or Family Illness Leave (FIL)

1. Launch Employee Self Service → WolfTime → Request Absence



Absence Detail

No Include FML/FIL/Workers Comp Absences

*Absence Name Select Absence Name

2. Change the "Include FML/FIL/WC Absences" switch to Yes

Absence Detail

Yes Include FML/FIL/Workers Comp Absences

*Absence Name Select Absence Name

3. Under Absence Name select Request FML (or FIL) Continuous (or Intermittent)

Absence Detail

Yes Include FML/FIL/Workers Comp Absences

- *Absence Name Select Absence Name
- *Request FIL - Continuous
 - *Request FIL -Intermitnt Range
 - *Request FMLA - Continuous
 - *Request FMLA-Intermitnt Range
 - AW Made Up - Hours Worked
 - AW Made Up - Unpaid
 - AW Made Up - Use Bonus
 - AW Made Up - Use Vacation
 - Annual/Vacation Leave
 - Approved FIL - Intermitnt LWOP
 - Approved FMLA - LWOP
 - Approved FMLA - Use Bonus
 - Approved FMLA - Use Comp
 - Approved FMLA - Use Sick
 - Approved FMLA - Use Vacation
 - Bonus Leave
 - Civil Duty
 - Community Service
 - Comp Time Taken

4. Select the Absence Reason from the drop down list

*Reason Select Absence Reason ▾

*Start Date Care for Child

End Date Care for Parent

Comments Childbirth or Adoption

Military

Personal Illness or Injury

Select Absence Reason

5. Enter start and end dates

*Start Date 03/29/2017

End Date

Comments

6. **For Intermittent FML and FIL requests Employees have to enter their proposed intermittent schedule in the Comments field otherwise the request will be denied.**

7. Click Submit – request is sent to the Leave Administration Unit (LAU) for review.

Request Absence

Submit Save for Later

Absence Detail

Yes Include FML/FIL/Workers Comp Absences

*Absence Name *Request FMLA - Continuous

*Reason Personal Illness or Injury

*Start Date 05/18/2017

End Date 05/26/2017

Comments

8. Employees should then submit subsequent absences for the dates they are out of work using Sick, Vacation, Bonus, LWOP, etc. To do this, follow the steps above except for steps 2 & 3, selecting instead the appropriate absence take, Vacation, Sick, etc. Enter the reason, start date, end date and comments noting it's for FML or FIL prior to clicking the submit button.

Your manager will approve these absences.

NOTE: These will be entered as regular absences until your FML is approved and then they will be switched by your Leave Coordinator to the 'Approved FML' version of the absences.