1. Launch Employee Self Service → WolfTime → Request Absence
2. Change the “Include FML/FIL/WC Absences” switch to Yes

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

4. Select the Absence Reason from the drop down list
5. Enter start and end dates

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.

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.