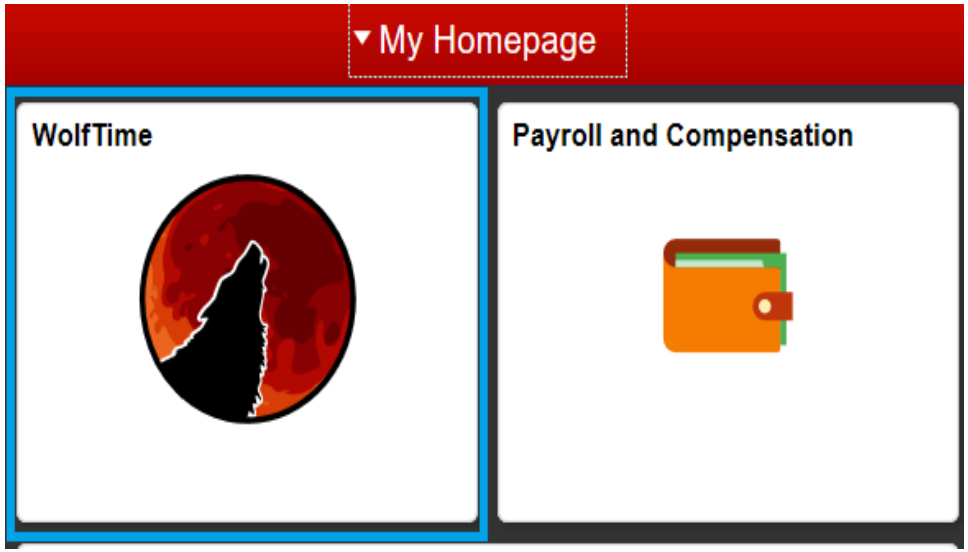
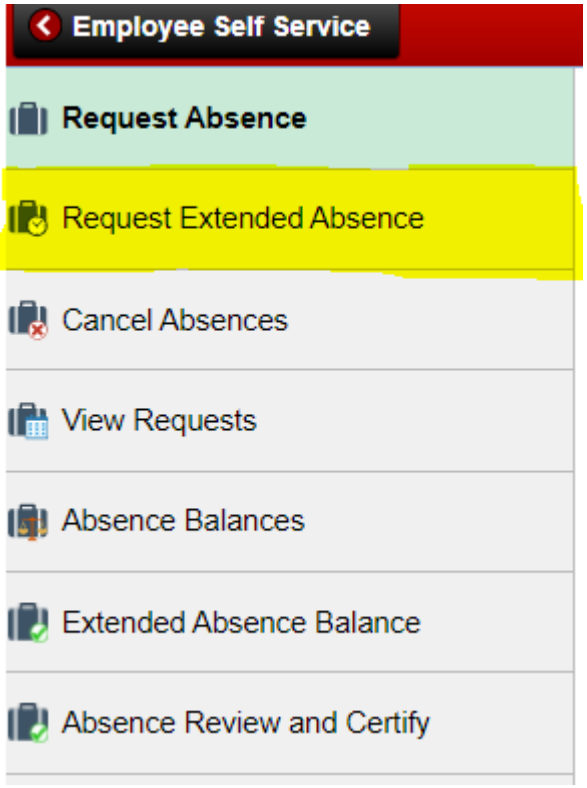
Employee's Guide for Requesting Family Medical Leave (FML) or Family Illness Leave (FIL)

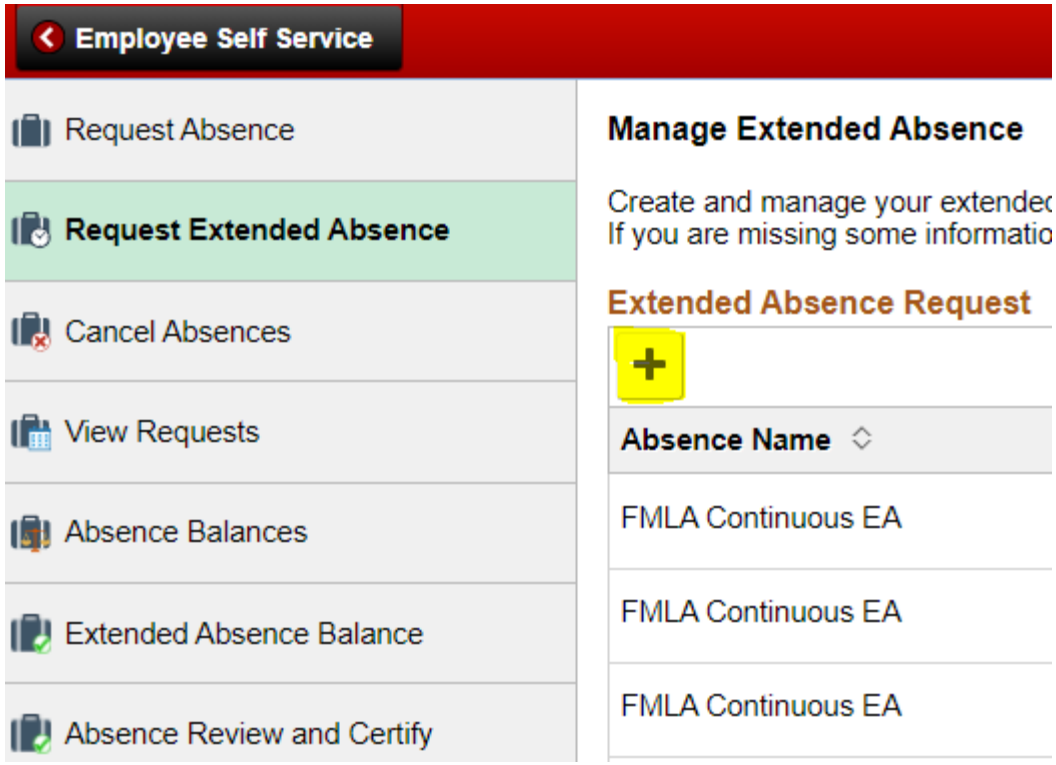
- Log in to MyPack Portal
- Select the WolfTime Tile



- Select Request Extended Absence

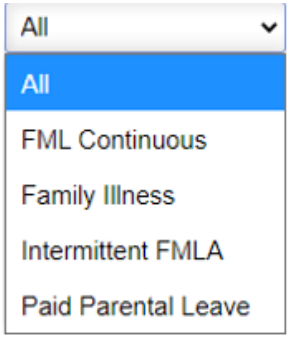


Select the plus sign to add new entry



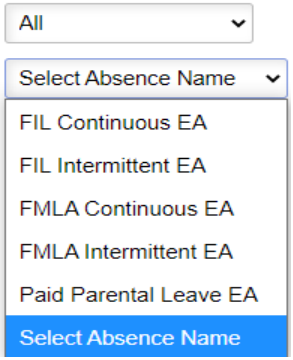
Absence Type:

Select appropriate Type



Absence Take:

Select appropriate Take

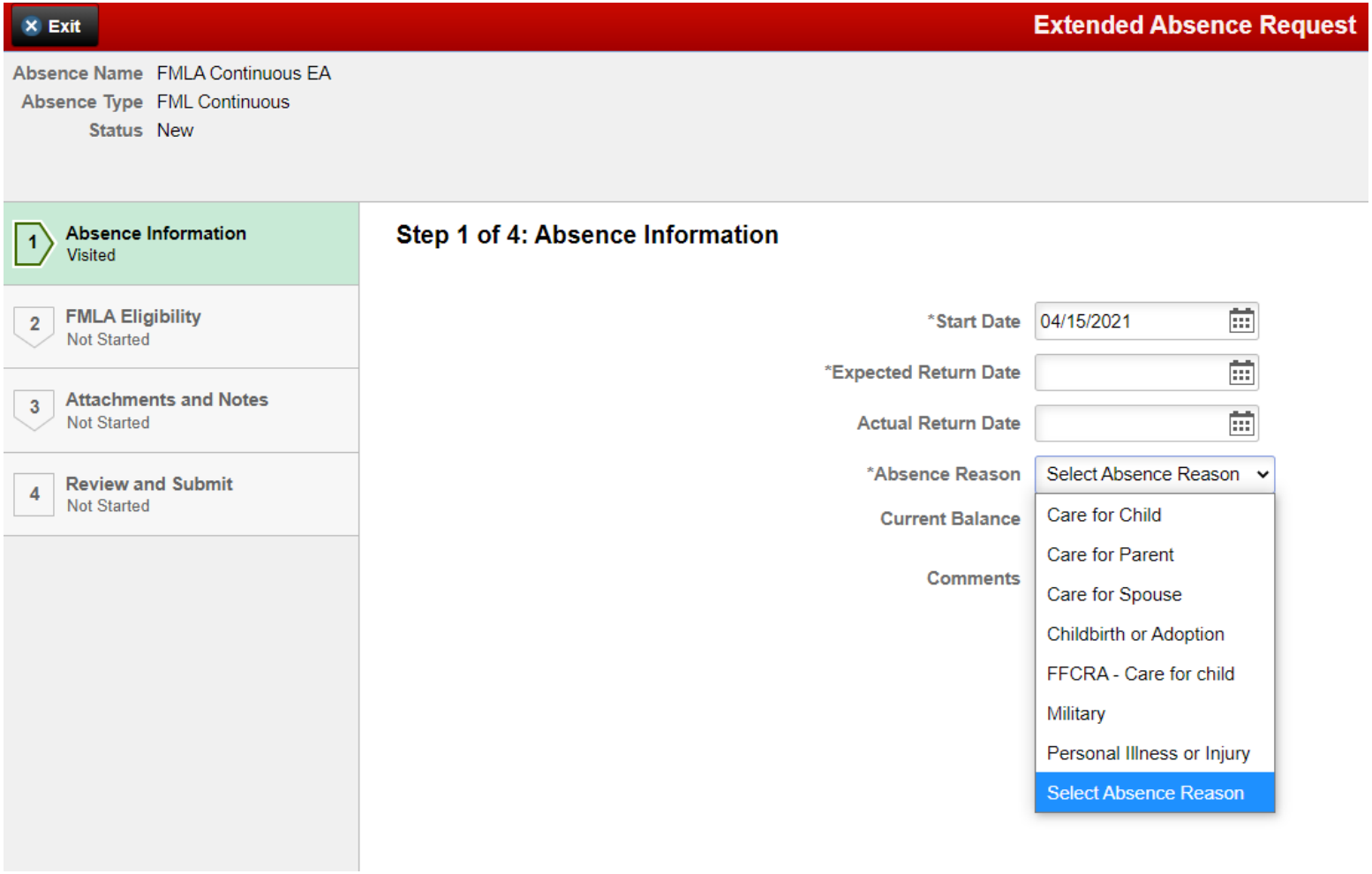


Select: Launch

The Extended Absence Request page is broken down into four sections

1. **Absence Information**
   - **Enter in dates for request**
   - **Comment**

Select Save
Select Next


Exit
Extended Absence Request
Absence Name FMLA Continuous EA
Absence Type FML Continuous
Status New
1 Absence Information
Visited
2 FMLA Eligibility
Not Started
3 Attachments and Notes
Not Started
4 Review and Submit
Not Started
Step 1 of 4: Absence Information
*Start Date 04/15/2021
*Expected Return Date
Actual Return Date
*Absence Reason Select Absence Reason
Current Balance
Comments
Care for Child
Care for Parent
Care for Spouse
Childbirth or Adoption
FFCRA - Care for child
Military
Personal Illness or Injury
Select Absence Reason

2. FMLA Eligibility

- This page will show the FMLA eligibility and hours.
- Even if “FML Eligible” is No, the submission can still be completed
- In the comments section note any reasons the FMLA eligibility should be overridden. Ex. Prior eligible employment as a temp or permanent employee at another state agency.
- Select Next

Extended Absence Section

Date Change Will Take Effect	11/16/2020
Sequence	0
Payroll Status	Active

Effective Date	11/16/2020		
Empl ID	001115674	Empl Record	0.000000
FMLA Eligible	Yes	Override Eligibility	No
Leave Taken	0.000000	FMLA Balances	160
Earned Hours	1384.000000	Service Weeks	250.000000
State Earned Hours Elig	Yes	State Service Weeks Elig	Yes

Comments

Comments

3. Attachments and Notes

- Select Add Attachment
- Find saved document on device
- Select Open
- Select Upload
  - formats: PDF, JPEG, PNG, Text, *no Word files
- Select Done
- Select Save
- Select Next

What forms are required when requesting leave?

Employee	Certification of Healthcare Provider for Employee's Serious Health Condition
Family Member	Certification of Healthcare Provider for Family Member's Serious Health
Military Member	Certification of Qualifying Exigency for Military Family Leave
Covered Service Member	Certification of Serious Injury or Illness of Covered Servicemember for Military Family
Veteran Member	Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

https://benefits.hr.ncsu.edu/family-and-medical-leave/

4. Review and Submit

- Review dates and reason
- Select FMLA Eligibility
  - Confirm comments, if entered
- Select Submit

View FML/FIL Submission

- Select Request Extended Absence
- Previously submitted entries will show in a list
- Status column will show if saved, submitted, approved, or denied
- Select entry to review
- Select View Attachments to review previously submitted attachments

Manage Extended Absence

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.

Extended Absence Request

+

Absence Name	Absence Reason	Start Date	Expected Return Date	Status	Source	Absence Request Exists
FMLA Continuous EA	Personal Illness or Injury	04/12/2021	05/07/2021	Approved	Employee Extended Absence	Yes

Submit Subsequent Leave Request

- Once the initial request has been approved, subsequent takes can be submitted through WolfTime
- Select Request Absence
- Select Include FML/FIL/Workers Comp Absences (YES)

- Absence Name: FML/FIL
- Absence Reason: Match reason to FML/FIL submission absence reason
- Start Date and End Date
  - Dates within range of leave request
  - One week at a time
- Select View Eligibility and Forecast
- Select Submit

Request Absence

Submit | Save for Later

Yes Include FML/FIL/Workers Comp Absences

*Absence Name: Approved FMLA - Use Sick

*Reason: Continuous FMLA

*Start Date: 04/21/2021

End Date: 04/28/2021

Supervisor Name: Laura Severin

Additional Information

Total Hours Taken:

View Eligibility and Forecast | View Eligibility Details

Forecasting has completed with no errors. Date Time: April 16,2021 at 08:03

Enter Minutes as portion of an Hour
15 Minutes = .25 Hours
30 Minutes = .50 Hours
45 Minutes = .75 Hours

Comments:

Balance Information

As Of 04/30/2021 0.00 Hours**

View Balances ›

View Requests ›

Disclaimer The current balance does not reflect absences that have not been processed.

NCSU Leave Programs

Additional Resources

- Family Medical Leave
  https://benefits.hr.ncsu.edu/family-and-medical-leave/

- Family Illness Leave
  https://benefits.hr.ncsu.edu/family-illness-leave/