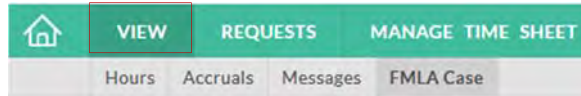


## Create a new FMLA Case.

Select “View” > Select “FMLA Case” →



- Click **+Add** button
  - Select Reason Code -- (from drop-down list) indicating “who the leave is for”
  - Enter Description – regarding request & include anticipated leave start date
  - Answer Questions – (from drop-down list) indicating “reason for leave”
  - Save

Case Details
?

[Expand all](#) [Collapse all](#)

Employee: **SAM SAMPLE [1234]** Current Balance: 12.00 (480:00)

Reason Code: Employee (self)

Description

Requesting leave time for upcoming birth of my child  
 Anticipated leave date = 11/11/2019

Questions

Is the reason for leave one of the following? Birth of a child/placemen

Cancel
Save

## Supervisor notification.

Your supervisor will receive the FMLA case details and will determine if your leave of absence qualifies for FMLA. Within 5 days you should receive a Notice of Eligibility & Rights and Responsibilities from your supervisor and (if applicable) the proper Medical Certification Form to complete.

## Enter Time Off Request.

Select “Requests” →



- Double-click on the **Day** you are requesting off
  - Use template (on the left) or manually enter date, start time, hours, # of days
    - Select **FMLA Case** leave code (from the drop-down list)

Add Employee Request
?
Feedback

Templates

<< NONE >>

FULL DAY

FUNERAL FULL DAY

FUNERAL HALF DAY

HALF DAY

Employee: SAM SAMPLE [1234]

Date requested: 1/6/2020 📅

Start time: 08:00 AM 🕒

Hours: 8:00

Days: 1

FMLA Case: 104 - 01/01/2020 Emplo

Accruals
Cancel
Save

- Save
  - Requested time will appear as pending until approved
  - You will receive an email confirmation once the request is approved