

Reporting Intermittent FMLA

Workday Job Aid for Contingent Workers and Employees

Overview

Use this job aid as a resource to report Intermittent FMLA (Family and Medical Leave Act).

Reporting Intermittent FMLA

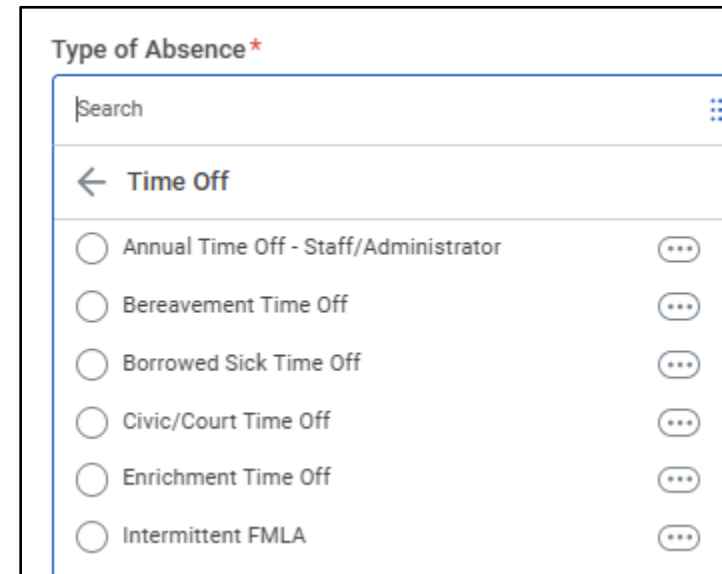
Employees must report two (2) time-offs concurrently:

- Time off to get paid (choose from Sick or Annual).
- Time off for FMLA total hours tracking (select Intermittent FMLA time off).

- In Workday, click the **Menu** button located in the top left corner of the Workday screen.
- Click the **Absence** application.
- In the Request section, click **Request Absence**.
- Select the applicable date for absence. Click **Continue**.
- Click in the Type of Absence field. Select **Time Off**. Choose a Time Off type from the list (**Sick** or **Annual**). Enter the number of hours needed. In the comment box type **Intermittent FMLA**. Then click **Submit Request**. The request will route to your manager for approval.

Intermittent FMLA Tracking

- Repeat steps one through four to submit a second concurrent time off request for the exact dates and hours of your previous request.
- Click in the Type of Absence field. Select **Time Off**. Then, select **Intermittent FMLA** from the list.



The screenshot shows the 'Type of Absence' dropdown menu in Workday. The menu is open, displaying a search bar at the top. Below the search bar, there is a section titled 'Time Off' with a left arrow icon. Under this section, there is a list of absence types, each with a radio button and a three-dot menu icon to its right. The list includes: Annual Time Off - Staff/Administrator, Bereavement Time Off, Borrowed Sick Time Off, Civic/Court Time Off, Enrichment Time Off, and Intermittent FMLA.

Type of Absence *	
Search	
← Time Off	
☐	Annual Time Off - Staff/Administrator
☐	Bereavement Time Off
☐	Borrowed Sick Time Off
☐	Civic/Court Time Off
☐	Enrichment Time Off
☐	Intermittent FMLA

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3. Enter the same number of hours needed as the previous request. Click **Submit Request**. The request will route to your Manager for approval.