Absence

Absence: • Intermittent Unpaid FMLA

ENTERING ABSENCE OF UNPAID INTERMITTENT FMLA

From the Home page:

1. Click the Absence icon under Applications.
2. Click the Request Absence.
3. Select Date(s) and Request Absence.

4. Click on \( \equiv \) in the Type field > Unpaid Time Offs > Intermittent FMLA – Unpaid. Then click Next.

5. Review the date(s) and Edit Quantity Per Day to the number of hours per day you will be taking off.

6. Then click Submit.
7. This will go to then go to manager and HR Partner to review & approve.

You will then need to enter unpaid time off on your calendar to go along with it. To do this - go back to the home page:

8. Click the Absence icon under Applications.
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9. Click the Request Absence.

10. Select the dates that were selected on Step 3 and Request Absence.

11. Click on in the Type field > Unpaid Time Offs > Unpaid. Then click Next.

12. Review the date(s) and Edit Quantity Per Day to the number of hours per day you will be taking off. These hours should match Step 5.

13. Then enter Reason > Authorized – medical.

14. Once the paid time is approved by manager and HR Partner, then it will look like below.

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.