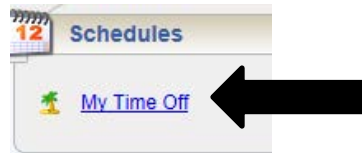


REQUEST TIME OFF FOR INTERMITTENT FMLA - PAGE 1

If an employee has a valid absence case in which intermittent time off was approved, a time off request can be submitted against the case.

1. Log into EmpCenter.
2. Click on the link in the Schedules frame for **My Time Off**.



3. Click on the **Create New Request** button.
4. The *"I need to request time off for..."* window appears. Select the intermittent leave request by clicking the green arrow.

I need time off related to an existing leave request

Request ID: 701 02/04/2014 - 03/28/2014 Other Person Health Condition Spouse/Partner ➔

I need time off for something else

5. The *"Create Time Off Request"* window appears.

Create Time Off Request

Pay Code:

Case Id:

Case Dates: 02/04/2014 To 03/28/2014

Reason: Other Person Health Condition

Person Affected: Spouse/Partner

Dates: To

6. Select the appropriate **Pay code** from the drop-down list. In most cases, this will be *"Sick"* for Salary Employees, *"Hourly Sick"* for Hourly Employees, and *"Sick Physician Documented"* for CWA employees.

Pay Code:

Case Id:

Sick

Salary View

Pay Code:

Case Id:

Hourly Sick

Hourly View


Pay Code:

Dates:

Comments:

CWA View

REQUEST TIME OFF FOR INTERMITTENT FMLA - PAGE 2

7. Enter the day on which you want to begin your time off in the **Start Date** and enter the end date in the **End Date** field. The calendar icon  may also be used to select a date.

NOTE: The Start and End Date must fall between the Case Dates.

Create Time Off Request

Pay Code: Sick

Case Id: 701

Case Dates: 02/04/2014 To 03/28/2014

Reason: Other Person Health Condition

Person Affected: Spouse/Partner

Dates: 02/19/2014 To 02/20/2014

Comments:

[Next](#)

8. Enter any **Comments** as needed.

9. Click the **Next** button.

Create Time Off Request

Pay Code: Hourly Sick

Case Id: 394

Case Dates: 09/30/2013 To 09/30/2014

Reason: Employee Health Condition (not pregnancy-related)

Person Affected: Employee

Dates: 04/01/2014 To 04/02/2014





Comments:

[Next](#)

10. Review and edit the number of hours, or in and out times, for each day. Salary and CWA employees will see **total** number of hours and Hourly employees will see **in** and **out** times.

[Salary View](#)





Request Details

Action	Date	Pay Code	Hours
 	Wed 02/19/2014	Sick	1.5
 	Thu 02/20/2014	Sick	8.0

Case Id: 701

[Hourly View](#)

Request Details

Action	Date	Pay Code	Hours	In Time	Out Time
 	Tue 04/01/2014	Hourly Sick		08:00 am	12:00 pm
 	Wed 04/02/2014	Hourly Sick		08:00 am	12:00 pm

REQUEST TIME OFF FOR INTERMITTENT FMLA - PAGE 3

CWA View

Request Details

Action	Date	Pay Code	Hours	In Time	Out Time
	Thu 05/08/2014	Sick Physician Documented	4.0		
	Thu 05/08/2014	Sick Physician Documented	4.0		

11. If any changes are made, click the **Update** button to save the changes.

Request Details

Action	Date	Pay Code	Hours
	Wed 02/19/2014	Sick	1.5
	Thu 02/20/2014	Sick	6.0

Case Id: 701

Comments

12. Click the **Submit** button to submit the request.

Request Details

Action	Date	Pay Code	Hours
	Wed 02/19/2014	Sick	1.5
	Thu 02/20/2014	Sick	6.0

Case Id: 701

Comments