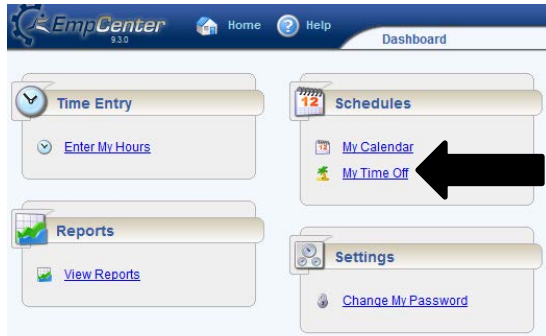


FMLA/LONG TERM LEAVE REQUEST – PAGE 1

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. Click on the **Continue** button in the left frame, **FMLA and/or Other Disability Leaves**.

FMLA and/or Other Disability Leaves

Reason For Leave:

- Serious Health Condition and/or Personal injury
- Serious Health Condition of Family Member
- Parental Care (Newborn, Adoption, Foster Care Placement)
- Military - Service Member Family Leave
- Military - Exigency Family Leave

**Must also complete "General Time Off Request" section to request pay*

*Federal, Medical, Family, or Military Leave. Please use the following link for further information: [Family Medical Leave Act](#)

3. The **Create New Leave Request** window appears.

Create New Leave Request

Estimated Start Date

Estimated End Date

Reason

- a. Enter the date on which you want to begin your leave in the **Estimated Start Date** field.
 - b. Enter the day on which you want to end your leave in the **Estimated End Date** field.
 - c. Note: The range of the start and end dates is limited to one year.
4. Select the **Reason** for the request from the Reason drop-down list.


Reason


- I'm pregnant or need time off to deliver my baby
- I'm donating bone marrow or an organ
- I have another health condition (not pregnancy-related)
- I need time to bond with a new child
- I need time to complete an adoption or foster child placement
- I need time off because of someone else's health condition
- I need time off due to my military service or training
- I have a family member who is serving in or being deployed by the military
- I, or someone else, have been the victim of a crime
- I need leave for some other reason

FMLA/LONG TERM LEAVE REQUEST – PAGE 2


5. Based on the reason selected, the system generates a series of qualifying questions to help determine the type of leave you can use.
6. Click **Continue to additional questions** to answer the questions.
7. After completing each question, click **Continue** to advance to the next question. **All questions must be completed in order to submit your request.**
8. After the last question, you are asked to certify the answers to the questions are true, based on your knowledge and belief. Check the box and click **Continue**.
9. To edit a previous response, hover over the response to display a pencil icon which can be clicked to open the response field.

What is the name of the health care provider treating you during the pregnancy

 Akron General

10. Click  **Change responses to preliminary questions** (at the bottom of the screen) at any time while completing the qualifying questions to return to the previous window and edit your responses for the Estimated Start Date, Estimated End Date or Reason fields.

If you change the reason for leave request, there may be new questions on the questionnaire that you did not see the first time. Some questions may also disappear because they are no longer relevant due to the new reason.

11. Click  **Submit Request** (at the bottom of the page) when you have completed the questionnaire.
12. The new absence case appears in the **Current** tab of the Request List. A message at the top reports “Your request has been submitted.” A case manager will review the case.



13. The **Current** tab displays leave cases with a status of **Approved**, **Pending**, or **Open**.
 - a. **Approved:** The case has received final approval
 - b. **Pending:** The case has been submitted and waiting for case manager action.
 - c. **Open:** The case has been reviewed by the case manager and preliminarily-approved. Once the case is Open it can no longer be edited by the employee.
14. The **Past** tab displays leave cases with a status of **Cancelled**, **Closed**, or **Denied**.
 - a. **Cancelled:** The case has been cancelled by the requester.
 - b. **Closed:** The case is permanently retired.
 - c. **Denied:** The case has been denied by the case manager.