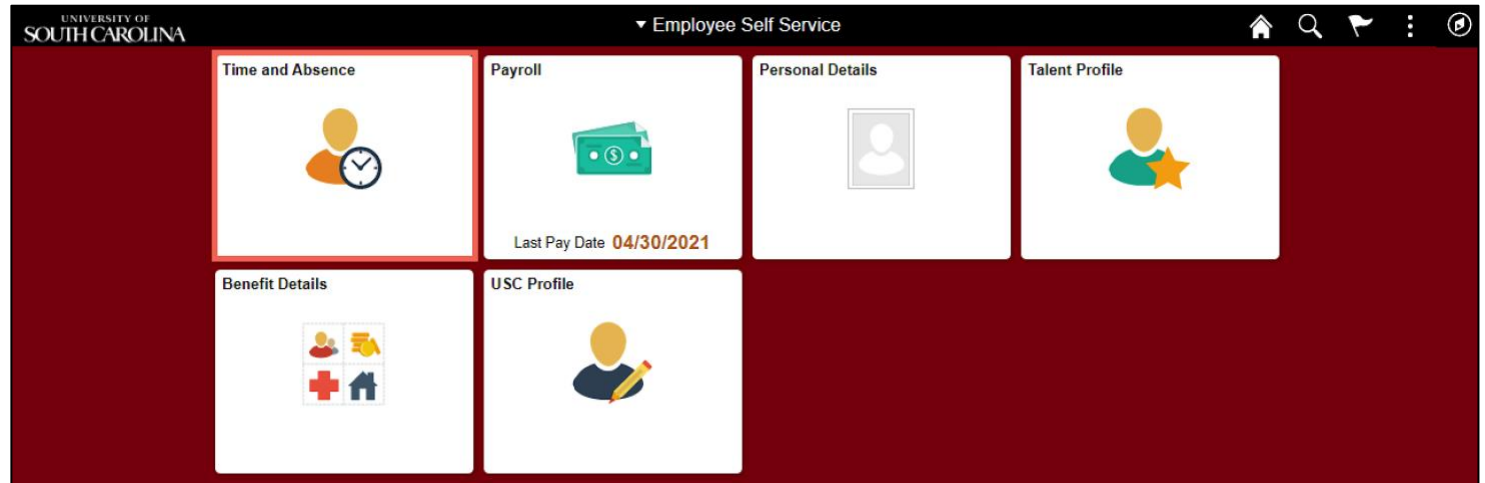| **How to request a full day absence:** |
|---|
| This job aid outlines how an employee can request leave with an FLMA reason. Once the Extended Absence Leave Request (Request for leave under the Family and Medical Leave Act "FMLA") has been approved by the Central Benefit's Office, the employee must then submit the leave for an FMLA reason using the Request Leave tile in Employee Self Service. Sick Leave has been used in this example, but other leave types such as annual leave or Leave Of Absence (LWOP) may be used as well. |

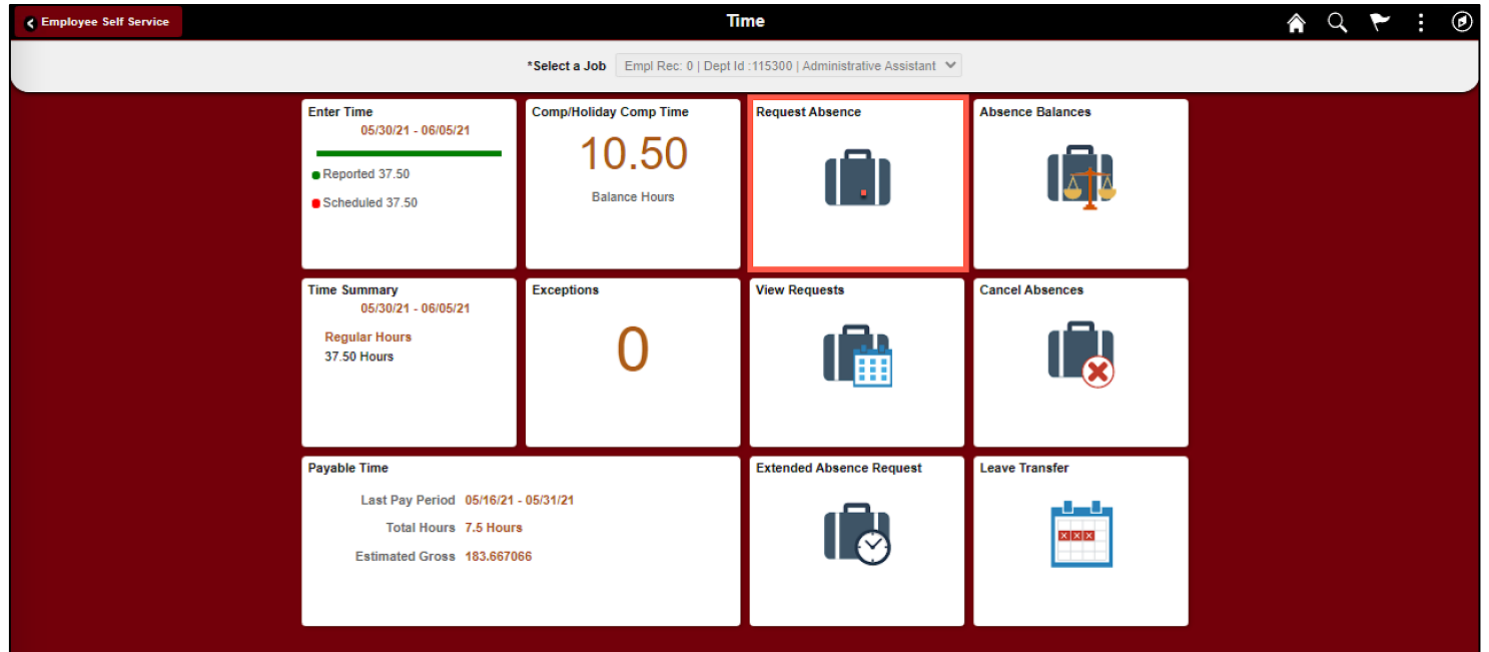**Navigation:** Employee Self Service > Time and Absence > Request Leave

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

Step 2: Click the **Request Absence** tile to request an absence.

Step 3: Click the **Absence Name** drop-down arrow and select an absence type.
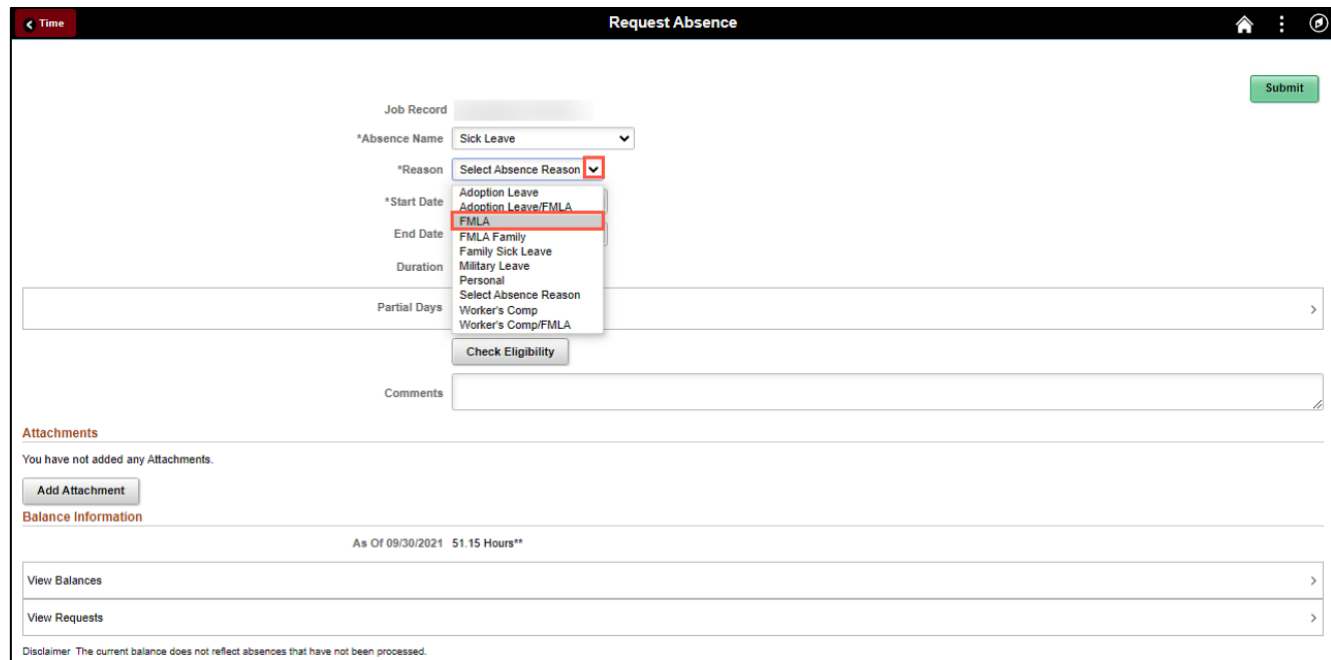
This will only display absence types that are associated with your eligibility.

Please refer to the **Absence Type Reference Guide** for a brief description of each leave type.

Step 4: Click the **Reason** drop-down arrow and select an appropriate **FMLA** reason. Note: If you have been approved to take leave under the FMLA to care for a family member with a serious health condition, you will select FMLA Family as the Absence Reason. An employee may only use 10 days of accrued sick leave per calendar year to care for a family member. Once the 10 days have been used, an employee may use Annual Leave or Leave of Absence (LWOP).
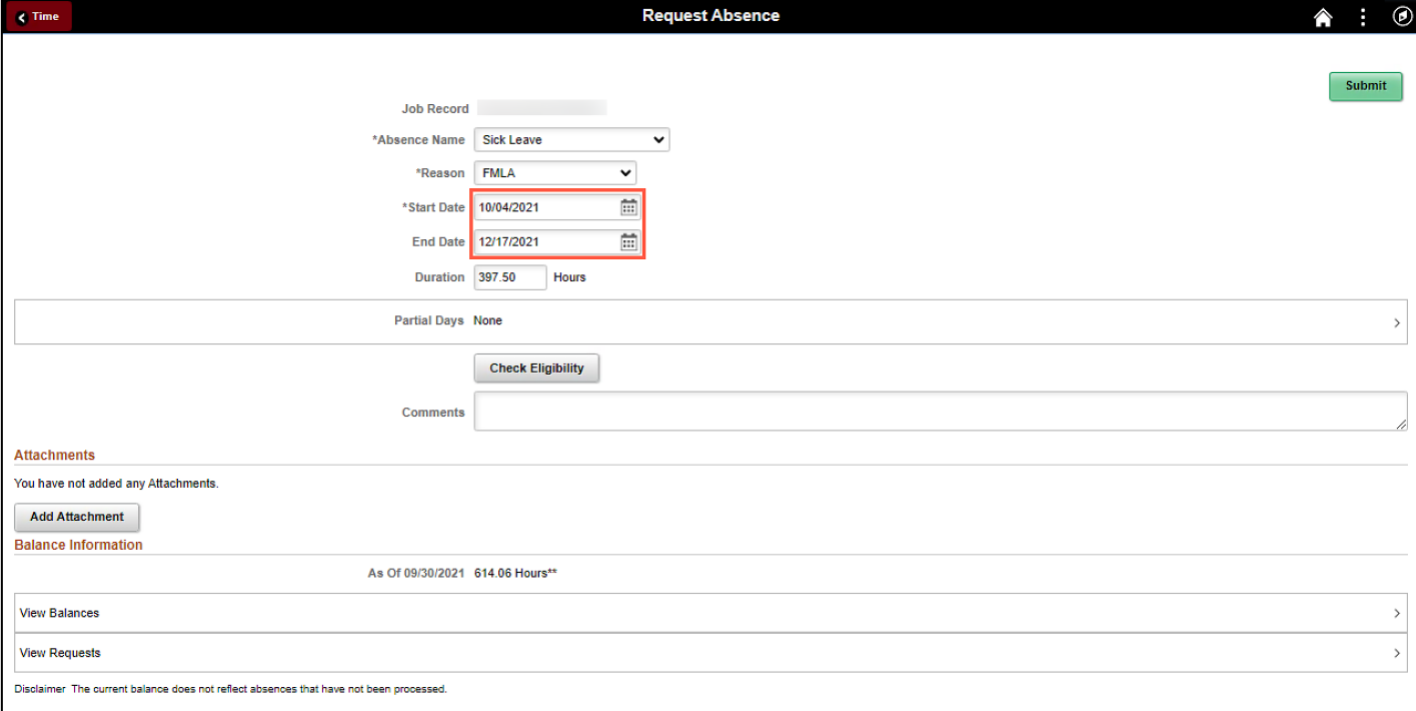
Step 5: Click the **Start Date Calendar** icon to select a start date for the extended absence.

Step 6: Click the **End Date Calendar** icon to select an end date for the extended absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

Time	**Request Absence**

Submit

Job Record	
*Absence Name	Sick Leave
*Reason	FMLA
*Start Date	10/04/2021
End Date	12/17/2021
Duration	397.50 Hours
Partial Days	None

Check Eligibility

Comments	

Attachments

You have not added any Attachments.

Add Attachment

Balance Information

As Of 09/30/2021   614.06 Hours**

View Balances

View Requests

Disclaimer The current balance does not reflect absences that have not been processed.

Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 7: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.

	Request Absence		
‹ Time			🏠 ⋮ ◎

Submit

Job Record

*Absence Name   Sick Leave

*Reason   FMLA

*Start Date   10/04/2021

End Date   12/17/2021

Duration   397.50   Hours

Partial Days   None   ›

Check Eligibility

Comments

Attachments
You have not added any Attachments.
Add Attachment

Balance Information
As Of 09/30/2021 614.06 Hours**

View Balances   ›
View Requests   ›

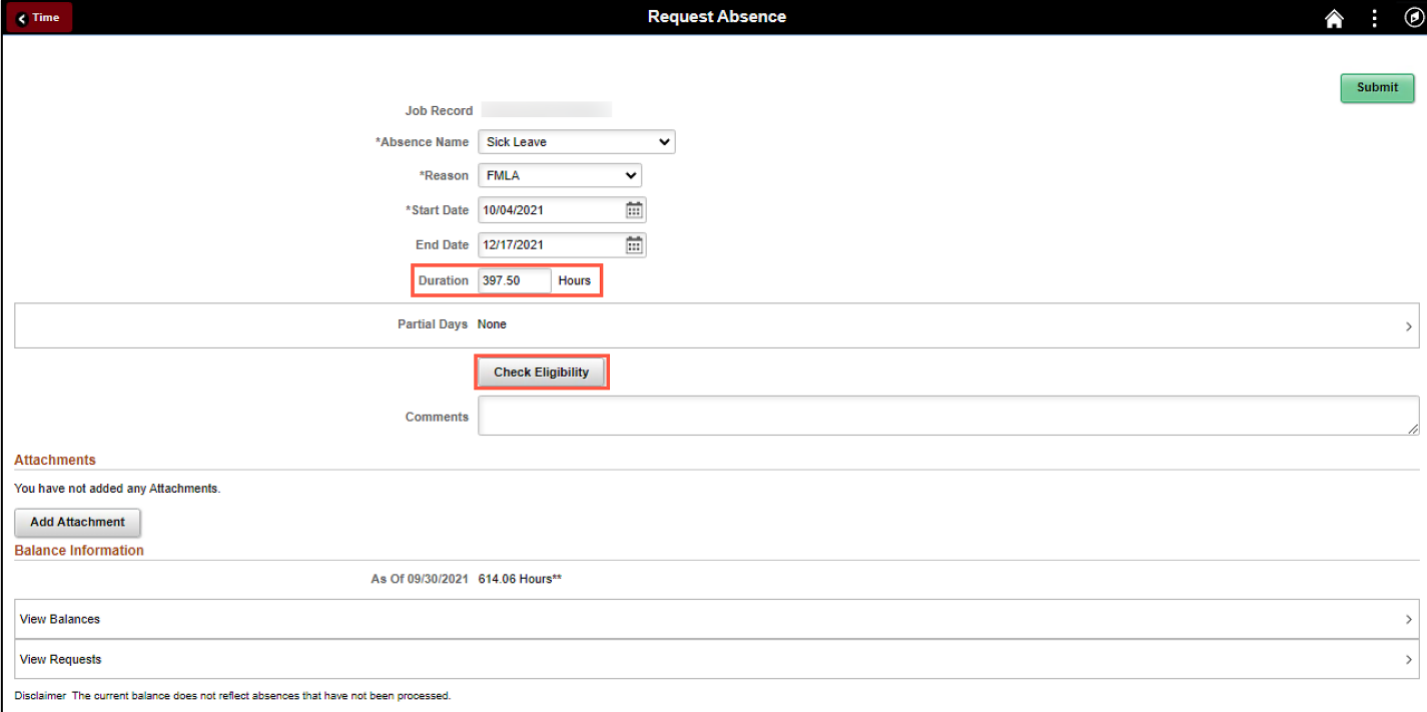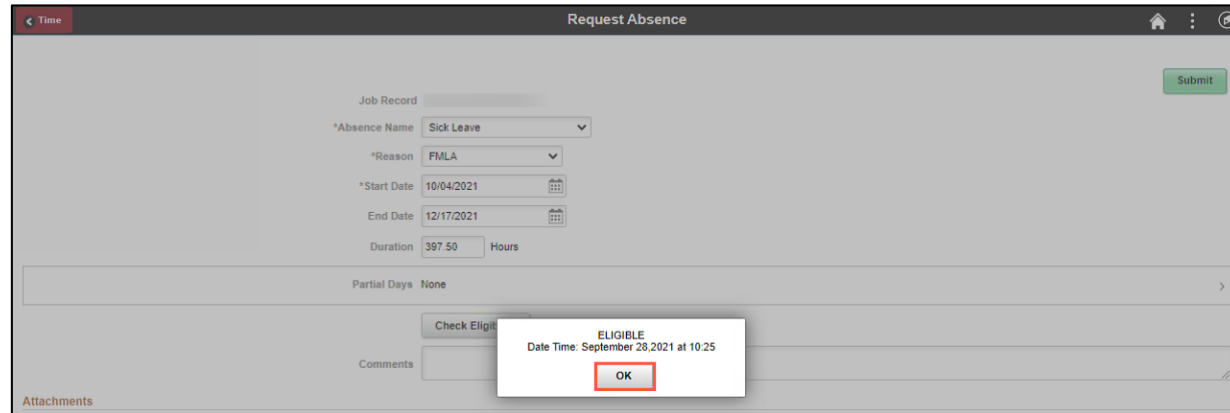Disclaimer The current balance does not reflect absences that have not been processed.

Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.
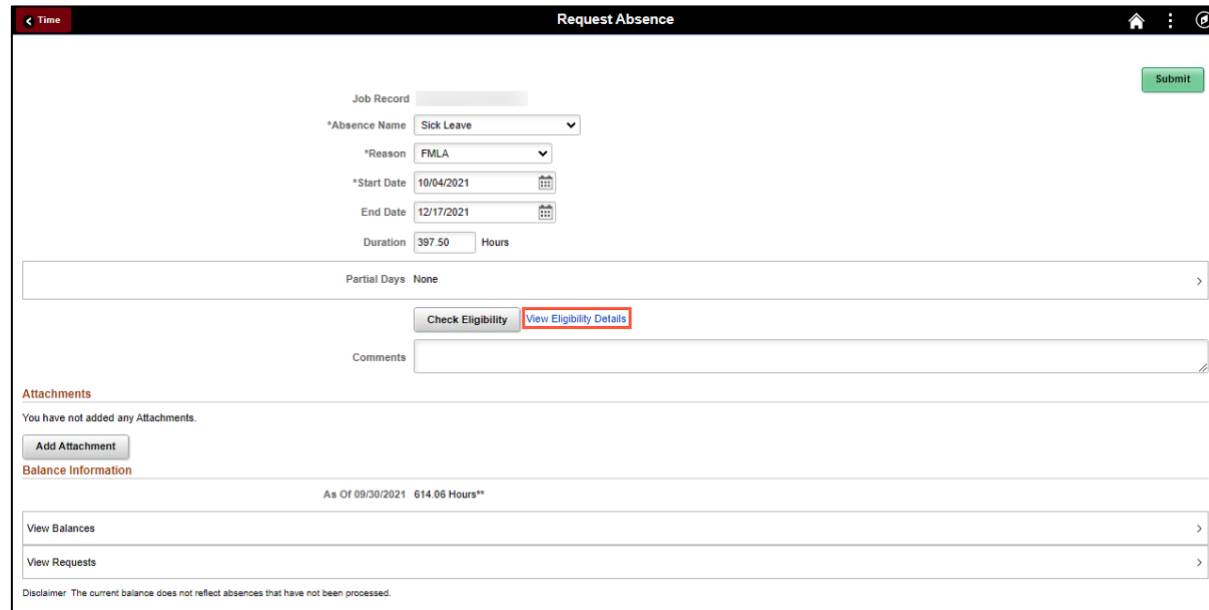
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 8: A message appears saying you are eligible. Click the **OK** button to continue.

Step 9: Click the **View Eligibility Details** link to view the details.

If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 10: Click the **X** to close the page to continue the absence request.

Step 11: Click in the **Comments** field and enter additional information as needed. These comments are routed to your manager or TL/ABS approver.

Please do not to include sensitive medical information on any individual leave request for any leave type (i.e., sick, annual, or LOA) with FMLA reasons as this will expose your medically sensitive information to managers and TL/ABS Approvers.

All required FMLA Medical Documentation was provided when requesting the Extended Absence which was reviewed and processed by the Central Benefits Office. This medically sensitive documentation can only be viewed in the system by a Leave Administrator.

Step 12: Click **Submit** to submit the absence request for approval.

Time	Request Absence

Submit

Job Record ▇▇▇▇▇▇
*Absence Name   Sick Leave
*Reason   FMLA
*Start Date   10/04/2021
End Date   12/17/2021
Duration   397.50   Hours

Partial Days   None

Check Eligibility   View Eligibility Details

Comments

Attachments
You have not added any Attachments.
Add Attachment
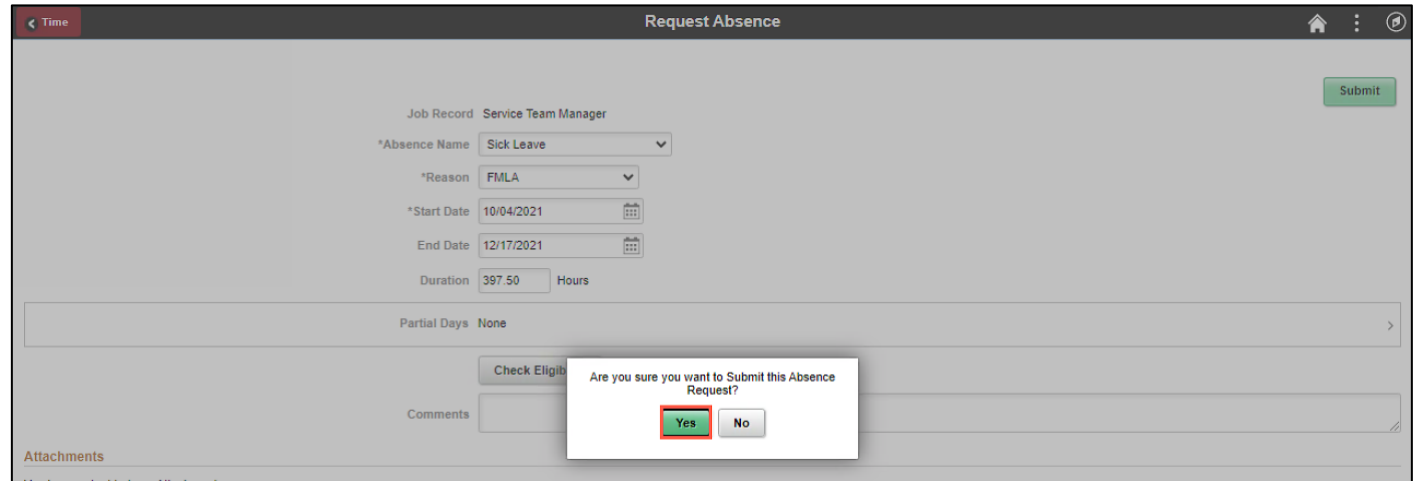**Balance Information**
As Of 09/30/2021 614.06 Hours**
View Balances
View Requests
Disclaimer The current balance does not reflect absences that have not been processed.

Step 13: Click the **Yes** button to indicate you are ready to submit the request

Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to you.

The **Approval Chain** option will become available when the absence is routed for approval. You can click it to view who it has been sent to for approval.

You successfully learned how to request an absence with an FMLA reason from request absence tile.

‹ Time	Request Absence	⌂ ⋮ ◎
	Submitted Successfully	×

Job Record Service Team Manager
Absence Name Sick Leave
Reason FMLA
Start Date 10/04/2021
End Date 12/17/2021
Duration 397.50 Hours

Partial Days None ›

Status Submitted
Comments

Attachments
You have not added any Attachments.
Balance Information
As Of 09/30/2021 614.06

Request History ›

Approval Chain ›

Disclaimer The current balance does not reflect absences that have not been processed.