



Recording Usage

- Family Medical Leave is used in conjunction with any available Temporary Disability Leave and/or Vacation leave.
- Staff should create leave requests via the myUK portal. The department HR Administrator is available to assist as needed.

Example Family Medical Leave Request

The screenshot shows a web form titled "Leave Details" with a "Check" button. The "Type of Leave" section has a dropdown menu open, displaying several options. The selected option is "FMLA TDL EMP W/PAY". Below this, the "Description" field is populated with "FMLA VACATION W/PAY". The "General Data" section includes fields for "Start Date", "End Date", "Absence hours", "Approver Name", and "New Note", each with a dropdown menu. The "Start Date" dropdown is set to "FMLA TDL FAM W/PAY", "End Date" to "FMLA OTHER W/PAY", "Absence hours" to "FMLA HOL-New Year", "Approver Name" to "FMLA HOL-MLK Day", and "New Note" to "FMLA HOL-July 4th".

Employee Tools

Click [here](#) for Employee Resources

Supervisor Tools

Click [here](#) for Supervisor Resources

Special note about holidays

If the employee is in a paid status the day before the holiday and the day after AND the entire department/unit is closed for the holiday, then the holiday should be coded as a regular holiday instead of FML holiday.

Paperwork

A copy of the approval paperwork should be filed in the departmental business office.