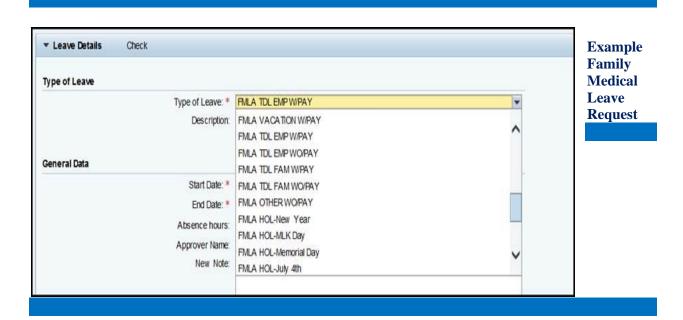




Family Medical Leave Entry Help Tips

Recording Usage

- Family Medical Leave is used in conjunction with available Temporary Disability, Vacation, Parental, and/or Elder Care leave.
- Staff should <u>create leave requests</u> via the <u>myUK Employee Self Service</u> portal. The department HR Administrator is available to assist as needed.



Special Note About Holidays

The employee is eligible if in a paid status the day before the holiday and the day after. If the unit is **closed** for the holiday, then the holiday should be coded as a regular holiday. It the unit is **open** then the holiday should be recorded using the appropriate FML holiday code.

Resources

- Click <u>here</u> for Employee Resources
- Click here for Supervisor Resources
- Click here for Faculty Resources

Budget Office/HR Administrator System Tips

- If the individual is a <u>supervisor</u>, please assist with setting up <u>delegation</u> prior to the leave.
- If the employee is a **PI**, please make payroll certification arrangements prior to the leave.
- If the employee is a <u>workflow approver</u>, please assist with setting up <u>delegation</u> prior to the leave.

Last Updated: 8/12/2023