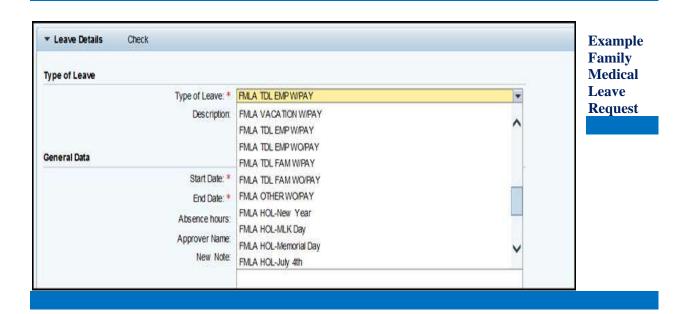


Recording Usage

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

Last Updated: 10/12/21