



Recording Usage

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

The screenshot shows a web form titled "Leave Details" with a "Check" button. The form is divided into two sections: "Type of Leave" and "General Data". In the "Type of Leave" section, there is a dropdown menu for "Type of Leave" with "FMLA TDL EMP W/PAY" selected. Below it, a list of options is visible, including "FMLA VACATION W/PAY", "FMLA TDL EMP W/PAY", "FMLA TDL EMP WOPAY", "FMLA TDL FAM W/PAY", "FMLA TDL FAM WOPAY", "FMLA OTHER WOPAY", "FMLA HOL-New Year", "FMLA HOL-MLK Day", "FMLA HOL-Memorial Day", and "FMLA HOL-July 4th". The "General Data" section includes fields for "Start Date", "End Date", "Absence hours", "Approver Name", and "New Note".

**Example
Family
Medical
Leave
Request**

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. If the unit is open then the holiday should be recorded using the appropriate FML holiday code.

Resources

- Click [here](#) for Employee Resources
- Click [here](#) for Supervisor Resources
- Click [here](#) for Faculty Resources

Budget Office/HR Administrator System Tips

- If the individual is a supervisor, please assist with setting up delegation prior to the leave.
- If the employee is a PI, please make payroll certification arrangements prior to the leave.