



Checklist for Extended Absences FML & NPL

Attendance reports are important! Your submission or approval of official timesheet documents means you are certifying the accuracy of the entries for work hours and absences, and payment of State or Federal funds is due as described.

Errors will affect paycheck(s) resulting in underpayment or recoupment of overpayment.

Checklist for FML & NPL requests

Authorized Leave without Pay CANNOT be used for Family-Medical Leave (FML) absences.

Other Paid Leave CANNOT be used for Family-Medical Leave (FML) or New Parent Leave (NPL) absences.

Extended absences do not follow manager approval workflow; however, employees and managers are still responsible for communicating with each other about absences, ensuring the entries are accurate and timely, and pushing back for corrections when the entries are not accurate.

- Advance notice is required for NPL and routine or planned FML absences.
- All absence requests (general and extended) must be entered prior to submitting your timesheet.
- DO NOT enter FML, NPL, nor other leave(s) on your timesheet for any date you are receiving disability benefits for your absence.
- Your manager is not authorized to enter extended absence requests for you. You must do it yourself through **Employee Self Service > Time > Extended Absence Request tile.**
 - **DO NOT select the + button in the example below unless you are initiating a completely new request for approval of a new FML request (e.g., at the beginning of a new fiscal year) or new NPL request for a new child.**

Family & Medical Leave (FML)

- You must assign each FML absence to the FML approval under which you are taking leave. If you have more than one FML request (as in the example below), you must select the correct row.

Manage Extended Absence

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.

Extended Absence Request

Absence Name	Absence Reason	Start Date	Expected Return Date	Status	FMLA Status	Source	Absence Request Exists
FML - Initiate Request	FML - SHC Own	10/25/2012	05/04/2022	Denied		Employee Extended Absence	No
FML - Initiate Request	FML - SHC Family	02/11/2019	06/30/2019	Approved		Employee Extended Absence	No
FML - Initiate Request	FML - SHC Family	02/04/2019	06/30/2019	Approved		Employee Extended Absence	No
FML - Initiate Request	FML - SHC Family	02/02/2019	06/30/2019	Approved		Employee Extended Absence	No

- From the new screen that appears, select “FMLA Details” and make a note of the FML Request ID (“004” in the screenshot below), then select the Add Absence button.

Absence Requests

[Add absence](#)

Extended Absence Details

Start Date 02/02/2019
 Expected Return Date 06/30/2019
 Actual Return Date
 Absence Reason FML - SHC Family
 Current Balance 0.00 Hours
 Comments for period of hospitalization and recovery

FMLA Details

FMLA Leave

FMLA Request ID 004

- The Request ID under the “FMLA Details” link must be entered in the FML Request ID field of the absence request. That is “004” in this screenshot.

Absence Type Family & Med Leave Act - Usage

***Absence Name** FML - Unpaid

***Start Date** 02/06/2023

End Date

Duration 7.50 Hours

Partial Days None

Check Eligibility

***FMLA Request ID** 004

- DO NOT use general absences such as Authorized Leave without Pay, Sick, Vacation, or Personal leaves which are inappropriate because they do not designate the absence as FML. The only entries authorized for FML are in a dropdown menu of Absence Name on the extended absence request page. Examples include:
 - FML-Unpaid
 - FML with Sick
 - FML with Vacation
 - FML with Personal
 - FML with Comp Time
- If you do not work at all in a calendar week with an observed holiday, you have use 1/12th of your 12-week FML allotment for the fiscal year (July 1 - June 30).
 - You are not eligible for holiday pay unless at least one of those days was fully covered with concurrent use of vacation, sick, personal leaves or comp time.

New Parent Leave (NPL)

- Screens for NPL are similar to those above for FML and you must select the row for the applicable NPL approval and Add Absence; however, there is no NPL Request ID to enter.
- Authorized entries for time off using approved NPL are in a dropdown menu:
 - NPL
 - NPL with FML must be used if you are eligible for FML and have an active approval for Parenting/Bonding.
- NPL must be taken in full-day increments.

Managers

- Managers must review all absences before approving an employee's timesheet. Absences taken for FML reasons must be entered using an FML code. If the employee submitted only a general request, pushback to correct the code is required before approval.
- If the employee is unexpectedly absent and incapable of entering an extended absence request for FML or NPL during the affected pay period, you must contact Absence Administrators in SPD Employee Relations at 855-773-4647, Option 4 to make those entries. Requests must be entered prior to the deadline for approving the employee's timesheet in the affected pay period.
 - The template on the following page contains all the information a Manager will need to provide to the Absence Administrator for each affected pay period when requesting and extended absence on behalf of an employee.

Employee's Name:	
Employee's PeopleSoft ID #:	
Business Unit (BU#) or Agency Name:	
Manager's Name:	

State date and number of hours to be charged in each appropriate box below:

	SUN	MON	TUE	WED	THU	FRI	SAT
DATE(S):							
FML Unpaid							
FML with Sick							
FML with Vacation							
FML with Personal							
FML with Comp Time							
NPL							
NPL with FMI							
	SUN	MON	TUE	WED	THU	FRI	SAT
DATE(S):							
FML Unpaid							
FML with Sick							
FML with Vacation							
FML with Personal							
FML with Comp Time							
NPL							
NPL with FMI							

***Errors may result in LOSS OF PAY.
 Intentional or repeated submission of inaccurate timesheet entries or absences
 may result in disciplinary action.***