Requesting FMLA Leave
REQUESTING FMLA

Request process more streamlined!

First, you must log into Workday. On the Single Sign-On Portal, click the icon for the institution where you work.
Next, Log into Workday using your NetID and Password.

For assistance with NetID, contact IT Help Desk at 775-682-5000.
Once logged in, click on the *Time Off* worklet.

Under ‘Request’ column, select ‘Leave of Absence.’
REQUESTING FMLA

- Fill in all date fields.
  - Last Day of Work
  - First Day of Leave
  - Estimated Last Day of Leave
- Leave Type: Click on ‘FMLA Regulatory’ and select option that matches your request for FMLA leave.
- Leave Reason field will appear. Select reason that matches your request.
  - Birth/Adoption/Placement
  - Family
  - Self
- Click green ‘Submit’ button at bottom of page.

If you have medical documentation, do not include under ‘Supporting Documents’
You will receive ‘Review Documents’ Notification

- **Medical certification**
  Download document and have medical provider complete it. You will need to upload completed form within 15 calendar days of submitting your FMLA request.

- **FMLA Rights**
  Download and check ‘I Agree’ to acknowledge you have read and reviewed this document.

- **If you’re not ready to complete this step, click on ‘Save for Later’ button.**

- Once you’ve uploaded medical certification, click on green ‘Submit’ button.
A notification will go to Absence Partner (BCN Benefits) to review FMLA request. Once request is approved, you will receive inbox notification to submit time off request.

You MUST enter Time Off request or you will not receive pay while on FMLA.

- Click on ‘Request Time Off’ button
- Request Time Off for entire period you will be on leave or through the last paid day
- Once submitted, go back to notification item in your inbox and click ‘Submit’ button.
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Additional steps might include:

- Change Benefit Elections – Option to waive voluntary products while on FMLA
- Request Delegation Change – Assign delegation of your Workday tasks to a peer.

At end of your leave, you will be **required** to complete “Return from Leave” steps.