



**THE OHIO STATE UNIVERSITY**

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**FAMILY MEDICAL LEAVE ACT (FMLA)  
Guidelines Training for  
EHE  
Presented by your EHE HR Team**



## ***FMLA Training Agenda***

- Introductions and Overview
- What is FMLA?
- Qualifying events, Continuous Leave, Intermittent Leave
- Paid Leave, Unpaid Leave, Vacation...
- Responsibilities of Employee, Manager and Leave Administrator
- Questions?
- Index with more information and resources

FMLA



## *What is the Family and Medical Leave Act (FMLA)?*

- Provides job-protected leave to eligible employees for up to 12 weeks (up to 480 hours) for a qualifying event, or up to 26 weeks to care for covered service members, during a rolling 12-month period
- Who is eligible?
  - Employees who have been employed by OSU for a total of at least 12 months in the last 7 years  
**AND**
  - who have worked at least 1250 hours in the 12 months immediately preceding the leave
  - Roughly equates to about 60% FTE (24 hours per week) and never taking any days off work

FMLA



## ***FMLA Qualifying Events***

- Birth of a child
- Placement for adoption or foster care
- Employee's own serious health condition
- Care for an immediate family member's serious health condition
  - Spouse, parent, child
- Qualifying military exigency
- Care for a service member with a serious injury or illness (up to 26 workweeks of leave)





## *Continuous vs Intermittent FMLA*

- **Continuous FMLA** is taken consecutively, without interruption
  - Can last as little as four days or up to 12 weeks
  - After all FMLA hours have been used, additional leave may be available to the employee if it is due to their own health condition
- **Intermittent FMLA** is taken in nonconsecutive blocks of time.
  - This may include periods of absence from a tenth of an hour or more to a few weeks
  - An Intermittent FMLA approval may last as long as one year
  - This can include a reduced schedule leave, which is a reduction in the usual number of working hours per day or week for a period of time for reasons relating to FMLA
  - Time off must be coded with the Intermittent time off designation (i.e. “Ill – FMLA Intermittent”, for example)
  - If all FMLA hours have been used, time off must be coded as regular time off (i.e. ill/vacation, for example)



## ***FMLA Leave of Absence vs Paid Time Off***

**FMLA runs concurrently with the University's Paid or Unpaid Time Off programs.**

- Employees **MUST** enter Paid or Unpaid Time off in conjunction with their Medical Leave of Absence for each day they are not at work
- Both FMLA (Leave of Absence) and Time off requests are initiated in Workday

Workday Time Off processes can be found [here](#)





## ***FMLA Leave of Absence vs Paid Time Off***

### **Medical Leave of Absence**

- Unpaid job-protected leave
- Initiated in Workday
- Can be continuous or intermittent
- Approved by Leave Administrator
- A continuous leave of absence requires a “Return from Leave” in Workday
- Must always have a concurrent “Time Off” entered
- Leave of Absence examples:
  - ✓ Continuous Family & Medical Leave (FMLA)
  - ✓ Intermittent Family & Medical Leave (FMLA)
  - ✓ Medical Leave of Absence (Non FMLA)



Find an explanation of all time off and leave types [here](#)



## ***FMLA Leave of Absence vs Paid Time Off***

### ***Time Off***

- Indicates how absences are paid or unpaid
- Always requested in Workday
- Approved by manager
- Does not require a concurrent “Leave of Absence” in Workday
- Time Off examples:
  - ✓ Ill Time Off
  - ✓ Vacation Time Off
  - ✓ Parental Time Off
  - ✓ Organ Donation Time Off
  - ✓ Unpaid Time Off (only if all paid time off Sick Leave/Vacation is zero)







## *Employee Responsibilities*

- ✓ Notify manager or department HRC of need for leave
- ✓ Initiate the request for Family & Medical Leave of Absence (FMLA) via Workday
- ✓ Take the medical certification form to health care provider
- ✓ Return medical certification form to the Leave Administrator within 15 calendar days
- ✓ Notify manager when absence is related to the FMLA condition on file, following departmental call-in procedures. Employee also must state the applicable condition number at the time of their call-in, if they have more than one approved FMLA claim.
- ✓ Code time off accurately in Workday when applicable
- ✓ Notify Leave Administrator if circumstances of the approval should change
- ✓ Be aware of when the approved FMLA is ending and contact Leave Administrator if it needs to be renewed





## *Manager Responsibilities*

- ✓ Notify Leave Administrator of the employee's potential need for FMLA
- ✓ Ensure that time off requests related to the leave are accurately reflected in Workday
- ✓ Monitor the approved FMLA frequency and duration and notify Leave Administrator if the employee exceeds the approved leave parameters
- ✓ Initiate and/or approve returns for continuous leaves
- ✓ Recognize the FMLA Triggers
- ✓ Maintain strict confidentiality regarding the need for the employee's absence(s).



General instructions for managing employee absences can be found [here](#)



## *Leave Administrator Responsibilities*

- ✓ Determine employee eligibility and send all appropriate paperwork within 5 business days
  - Medical certification is due back within 15 days
- ✓ Review all received paperwork and provide status update or designation to the employee within 5 business days
  - If appropriate documentation is not received, a denial designation will be sent after the due date has passed
- ✓ Process recertification of claim, if needed
- ✓ Approve/deny request in Workday
  - Approval viewable in Workday within 24 hours after employee receives the email from their Leave Administrator with their leave of absence approval designation





# Questions?



# Index



## *Requesting a Leave of Absence*

1. Click the menu icon at the top left of your Workday homepage.
2. Click the Absence application
3. Click Request Absence
4. On your absence calendar screen, you can click Select Date Range or drag/click the requested leave dates directly on your calendar
5. Select the Type of absence as **Leave of Absence (FMLA and Other)**
6. For a continuous leave, select **Family & Medical Leave** or select **Intermittent Family and Medical Leave (FMLA)** if the request is for intermittent leave from work.
7. Click Next.
8. Review your leave of absence details and select the reason for leave (for example: Serious Health Condition (Self), Serious Health Condition (Family), Birth or Adoption).
9. Before submitting your request, please enter a comment (for example: renewal of FMLA condition 1, caring for mother after surgery, etc.)
10. Click SUBMIT.



## Leave of Absence vs Time Off

The screenshot displays the EHE HR system interface. On the left, the 'Balances' section shows the following:

- Balance as of: 03/03/2025
- Per Plan:
  - Family & Medical Leave (FMLA): 471 Hours
  - Parental Time Off: 240 Hours
  - Sick Time Off: 225.707716 Hours
  - Vacation: 57.6843 Hours

The main calendar view shows the month of March 2025. A modal titled 'Select Absence Type' is open, showing the date 'Thursday, March 13, 2025' and a list of absence types:

- Search
- Time Off
- Time Off (FMLA Intermittent only)
- Military
- Leave of Absence (FMLA and Other)

The 'Leave of Absence (FMLA and Other)' option is highlighted in blue. The background calendar shows various dates with absence indicators, including 'Intermittent Family & Medical Leave (FMLA)' and 'Parental Time Off'.



## Leave of Absence vs Time Off

Today < > March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	Mar
	Intermittent Family & Medical Leave (FMLA)					
	Intermittent Family & Medical Leave (FMLA)					
2				6	7	
	Intermittent Family & Medical Leave (FMLA)					
9				13	14	
	Intermittent Family & Medical Leave (FMLA)					
16	17	18	19	20	21	22
	Intermittent Family & Medical Leave (FMLA)					

### Select Absence Type

When Thursday, March 13, 2025

Type \*

- ← Leave of Absence (FMLA and Other)
- ☒ Family & Medical Leave (FMLA)
- ☐ Intermittent Family & Medical Leave (FMLA)
- ☐ Other Leave of Absence





## Proper Time Off Coding in Workday

Today < > March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	Mar 1
2				6	7	8
9				13	14	15
16			19	20	21	22

**Select Absence Type** X

When Thursday, March 13, 2025

Type \*

- Time Off (FMLA Intermittent only)
- ☒ Illness/Injury/Sick (FMLA Intermittent)
- ☐ Organ Donation Bone Marrow (FMLA Intermittent)
- ☐ Organ Donation Kidney/Liver (FMLA Intermittent)
- ☐ Parental (FMLA Intermittent)
- ☐ Unpaid Time Off (FMLA Intermittent)
- ☐ Vacation (FMLA Intermittent)



## *Proper Time Off Coding in Workday for a Leave of Absence*

- ❖ Employees may only use FMLA coding when they have an approved Intermittent FMLA Leave of Absence in Workday
- **Continuous FMLA:**
  - Employee should enter “**Regular**” Ill/Injury/Sick, Vacation, Paid Parental or Unpaid Time Off codes. **Continuous FMLA Time Off codes do not exist.**
- **Intermittent FMLA:**
  - Employee should enter “**FMLA Intermittent**” Ill/Injury/Sick, Vacation, Paid Parental or Unpaid Time Off codes
- Employees and managers can view FMLA approvals on WorkDay calendars. Please code Time Off according to approval in WorkDay.



## Viewing Leave Details

### Balances

Balance as of

01/25/2021



### Per Plan

Family & Medical Leave (FMLA)  
240 Hours

Parental Time Off  
104 Hours

Sick Time Off  
684.5376 Hours

Vacation  
174.4976 Hours

Time off and leave balances are available on the Absence calendar

Clicking on the “Absence Event” will show you the details of the approved FMLA claim, such as condition number and frequency/duration

### Details



Last Day of Work 04/26/2020  
First Day of Absence 04/27/2020  
Estimated Last Day of Absence 12/31/2020  
Actual Last Day of Absence 12/31/2020  
Type [Intermittent Family & Medical Leave \(FMLA\)](#)  
Reason Emergency Childcare  
Absence Event [Absence Request: \[REDACTED\] \(On Leave\)](#)

### Additional Fields

Location During Leave Cond. No.: 1, Freq./Duration: 4 hours/day, 5 days/week | 2020 0065147

### Leave Impact

Payroll Effect Yes

### Supporting Data

Turn on the new tables view ☒

Supporting Data 8 items



Description	Value as of First Day of Leave
Hire Date	12/05/2011
Original Hire Date	05/11/2008
Sick Balance	0
Vacation Balance	0
Compensatory Balance	0
Number of Hours Requested for This Leave	1432
Length of Service in Months	100
Enrolled in Short Term Disability?	



## *Initiate and/or Approve Returns from Continuous Leave*

- All individuals on a *continuous* Leave of Absence in Workday must have a return from leave requested **and** approved
- Failure to request and approve an employee's return from leave will impact the employee's pay. This is because FMLA is unpaid, so if a salaried worker is not returned from leave in Workday, they will not receive pay if Workday still thinks they are on leave and there is no paid time off entered in Workday
  - ✓ Employee, managers, and Leave Administrator can request a return from leave when the return is anticipated
  - ✓ The request for return is routed to the manager
  - ✓ The manager **MUST** approve return from leave once the employee has returned to work





## ***Paid Parental Time Off***

- Runs concurrent with FMLA (if eligible)
- Managed and administered by department
- Birth parent = 6 weeks, Non-birth parent = 6 weeks
- Non-birth parent must use Vacation after parental time off
- If birth mother is taken off work prior to birth due to medical reason, must provide supporting documentation, and FMLA/Parental Time Off will begin at that time.



If employee is not eligible for FMLA, the employee:

- Must still initiate an FMLA request in Workday, because OSU must show that an attempt was made to provide FMLA but the employee was eligible. If the employee is a birth mother, her need for leave will be referred to a Disability Program Manager for leave under the ADA.
- Must still provide medical documentation. This is because documentation of some kind is required for an employee to utilize paid parental time off.
- Will still be able to use paid Parental Time Off if they are eligible for it, even if they do not qualify for either an FMLA or ADA protected leave of absence.



## *Family and Medical Leave – Good to Know*

- Continuous FMLA and holidays
  - FMLA hours will still be “counted” on holidays if employee is out continuously for more than one week
- Proper notification of a claim
  - Best practice = 30 days when possible
- FMLA timekeeping
  - FMLA should not be coded until approved
  - For continuous leaves, regular time codes - i.e. ill/vacation - will be used.
  - FMLA timecodes - i.e. “Illness/Injury/Sick (FMLA Intermittent)” for example - are only used during intermittent FMLA leaves
- Claim renewals
  - Employee must request renewal in Workday

