

**University of South Carolina
Absence Management - ESS
Request an Absence with an FMLA Reason**

How to request a full day absence:

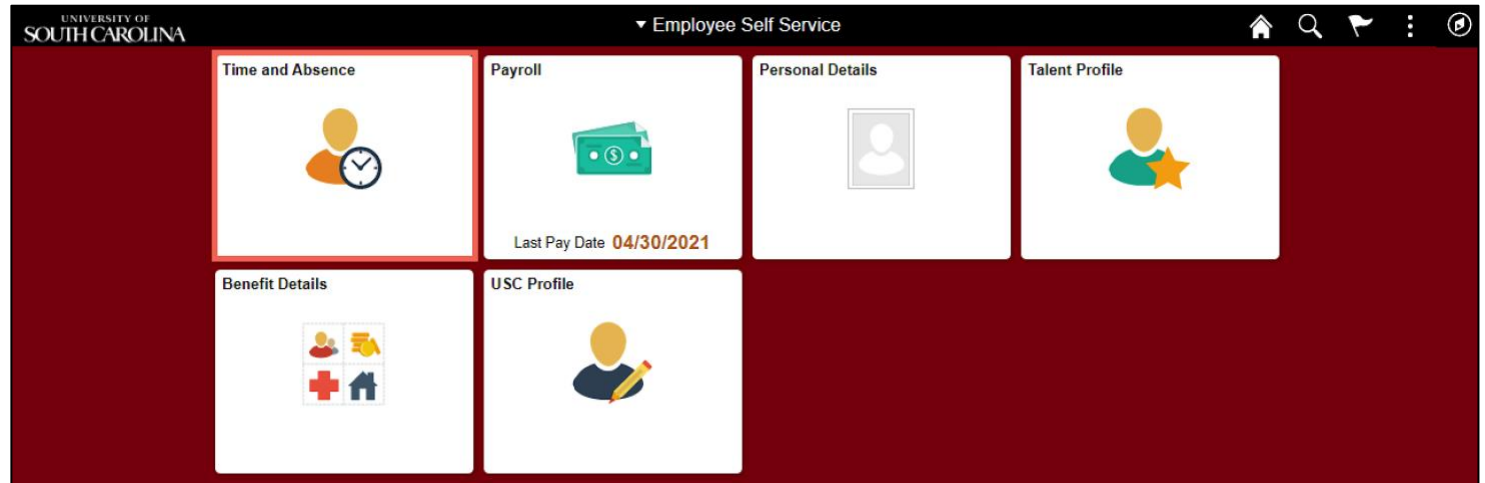
This job aid outlines how an employee can request leave with an FLMA reason. Once the Extended Absence Leave Request (Request for leave under the Family and Medical Leave Act “FMLA”) has been approved by the Central Benefit’s Office, the employee must then submit the leave for an FMLA reason using the Request Leave tile in Employee Self Service. Sick Leave has been used in this example, but other leave types such as annual leave or Leave Of Absence (LWOP) may be used as well.

Navigation: Employee Self Service > Time and Absence > Request Leave

Processing Steps

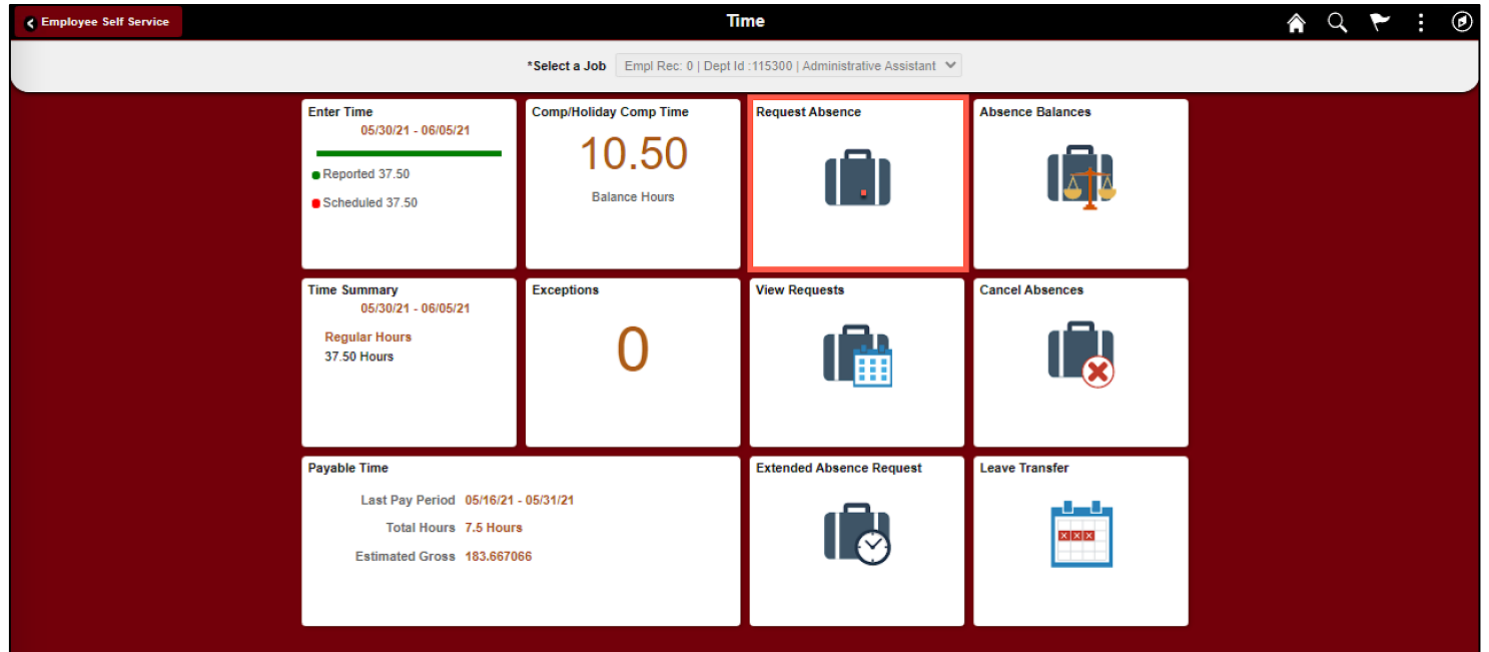
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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Step 2: Click the **Request Absence** tile to request an absence.



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this, a dropdown menu shows the user's job information: '*Select a Job | Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant'. The main content area features several tiles:

- Enter Time:** 05/30/21 - 06/05/21. Shows Reported 37.50 and Scheduled 37.50 hours.
- Comp/Holiday Comp Time:** 10.50 Balance Hours.
- Request Absence:** This tile is highlighted with a red border and contains a briefcase icon.
- Absence Balances:** Contains a briefcase icon with a scale.
- Time Summary:** 05/30/21 - 06/05/21. Shows Regular Hours 37.50.
- Exceptions:** 0.
- View Requests:** Contains a briefcase icon with a calendar.
- Cancel Absences:** Contains a briefcase icon with a red 'X'.
- Payable Time:** Last Pay Period 05/16/21 - 05/31/21. Shows Total Hours 7.5 and Estimated Gross 183.667066.
- Extended Absence Request:** Contains a briefcase icon with a clock.
- Leave Transfer:** Contains a calendar icon with a red 'X'.

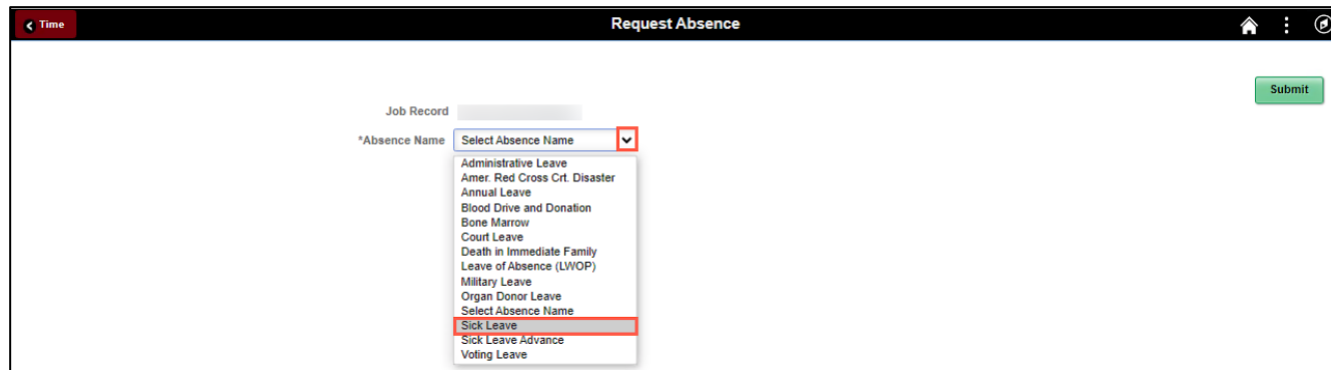
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Step 3: Click the **Absence Name** drop-down arrow and select an absence type.

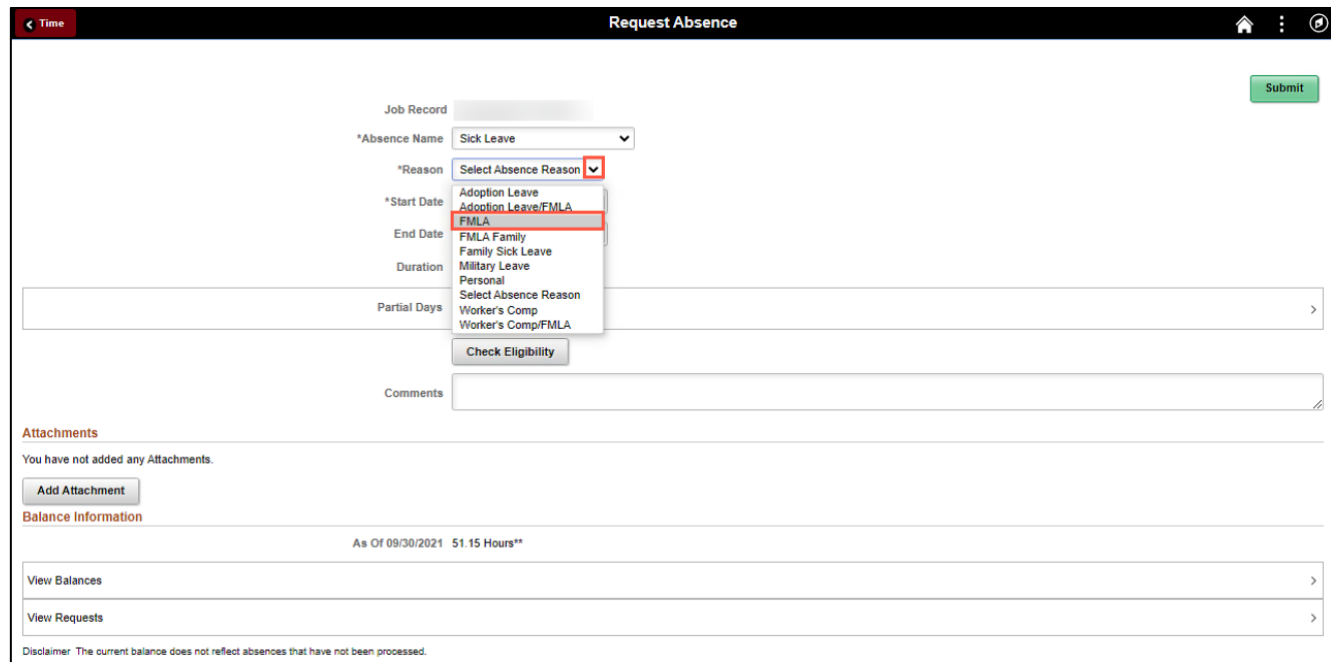
This will only display absence types that are associated with your eligibility.

Please refer to the **Absence Type Reference Guide** for a brief description of each leave type.

Step 4: Click the **Reason** drop-down arrow and select an appropriate **FMLA** reason. Note: If you have been approved to take leave under the FMLA to care for a family member with a serious health condition, you will select FMLA Family as the Absence Reason. An employee may only use 10 days of accrued sick leave per calendar year to care for a family member. Once the 10 days have been used, an employee may use Annual Leave or Leave of Absence (LWOP).



The screenshot shows the 'Request Absence' form. The 'Job Record' field is empty. The '*Absence Name' dropdown menu is open, displaying a list of absence types. 'Sick Leave' is highlighted in red. Other options include Administrative Leave, Amer. Red Cross Cr. Disaster, Annual Leave, Blood Drive and Donation, Bone Marrow, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Military Leave, Organ Donor Leave, Select Absence Name, Sick Leave Advance, and Voting Leave. A green 'Submit' button is visible in the top right corner.



The screenshot shows the 'Request Absence' form with the '*Absence Name' dropdown set to 'Sick Leave'. The '*Reason' dropdown menu is open, displaying a list of reasons. 'FMLA' is highlighted in red. Other options include Adoption Leave, Adoption Leave/FMLA, FMLA Family, Family Sick Leave, Military Leave, Personal, Select Absence Reason, Worker's Comp, and Worker's Comp/FMLA. Below the dropdowns are fields for 'Start Date', 'End Date', 'Duration', and 'Partial Days'. There is a 'Check Eligibility' button and a 'Comments' text area. At the bottom, there are sections for 'Attachments' (with an 'Add Attachment' button), 'Balance Information' (showing 'As Of 09/30/2021 51.15 Hours**'), 'View Balances', and 'View Requests'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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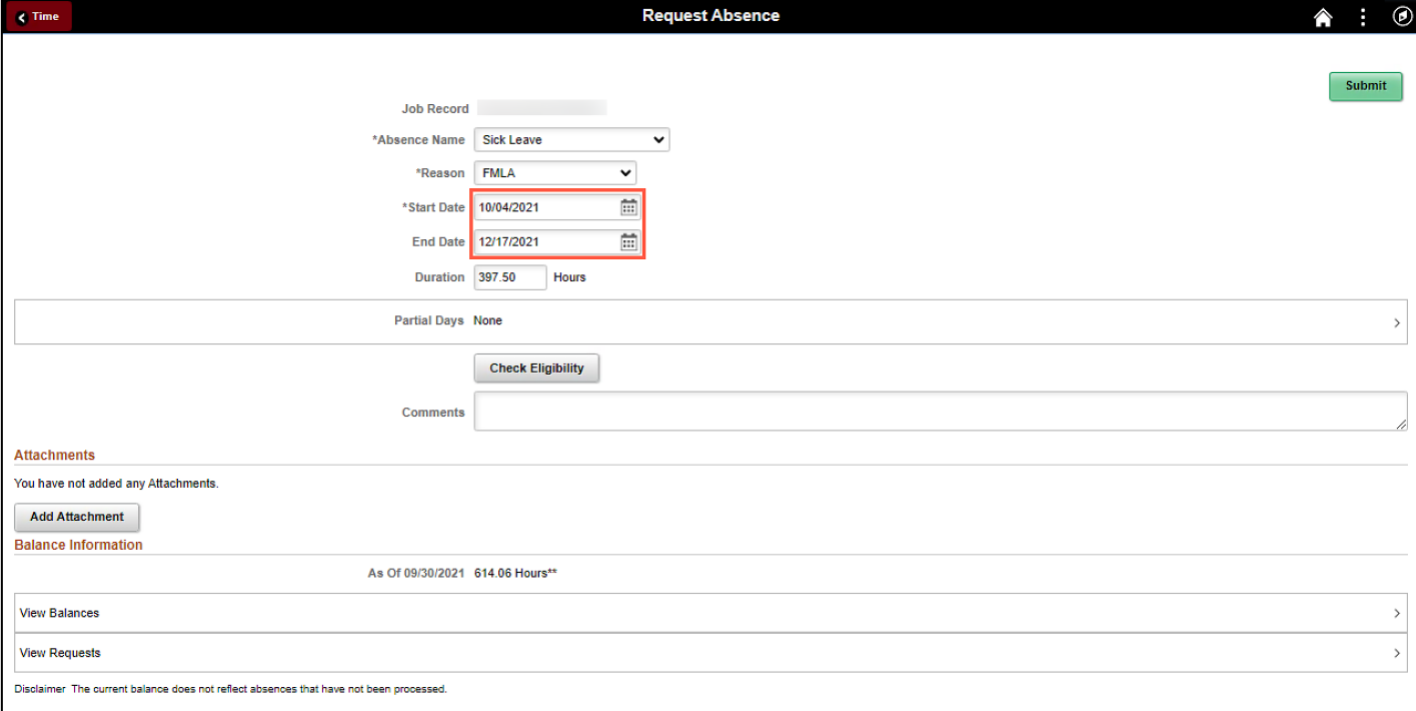
Step 5: Click the **Start Date Calendar** icon to select a start date for the extended absence.

Step 6: Click the **End Date Calendar** icon to select an end date for the extended absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.



Request Absence

Job Record

*Absence Name Sick Leave

*Reason FMLA

*Start Date 10/04/2021

End Date 12/17/2021

Duration 397.50 Hours

Partial Days None

[Check Eligibility](#)

Comments

Attachments

You have not added any Attachments.

[Add Attachment](#)

Balance Information

As Of 09/30/2021 614.06 Hours**

[View Balances](#)

[View Requests](#)

Disclaimer: The current balance does not reflect absences that have not been processed.

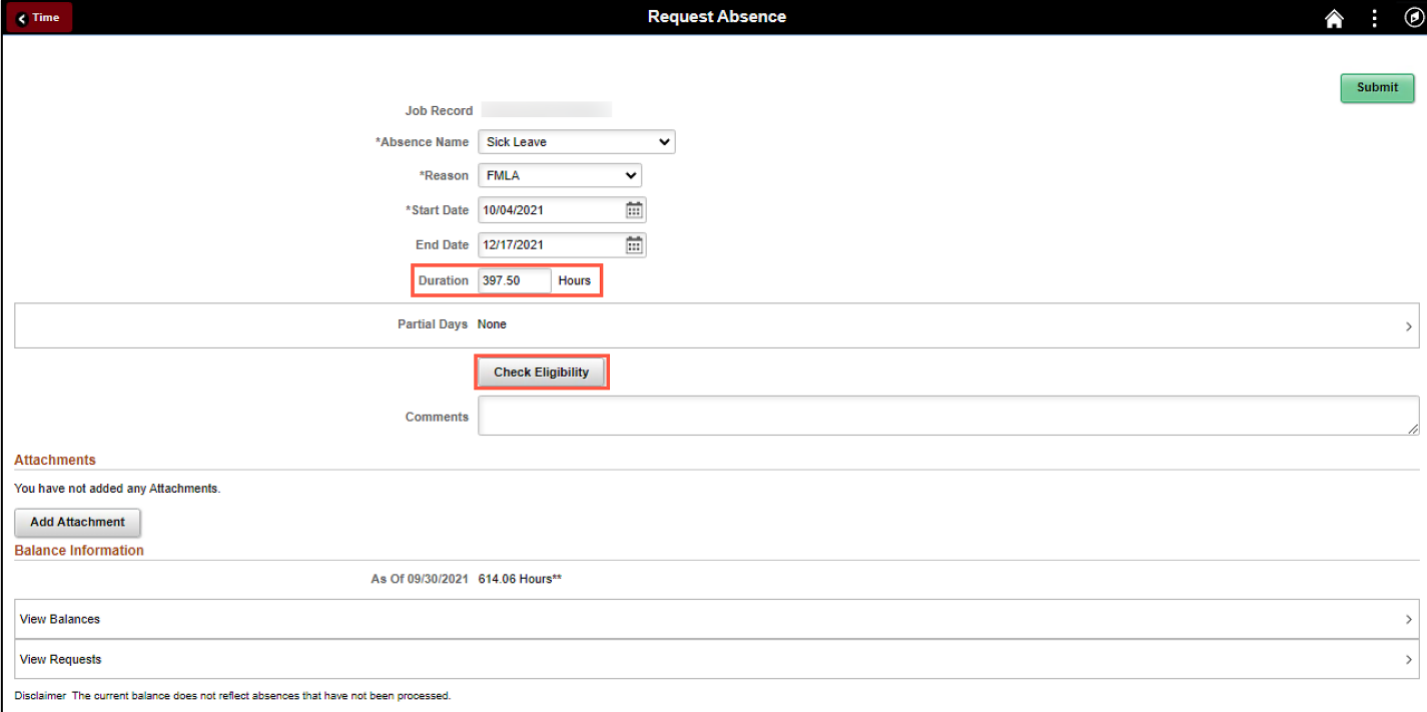
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Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 7: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.



Request Absence

Job Record

*Absence Name Sick Leave

*Reason FMLA

*Start Date 10/04/2021

End Date 12/17/2021

Duration 397.50 Hours

Partial Days None

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

Balance Information

As Of 09/30/2021 614.06 Hours**

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.

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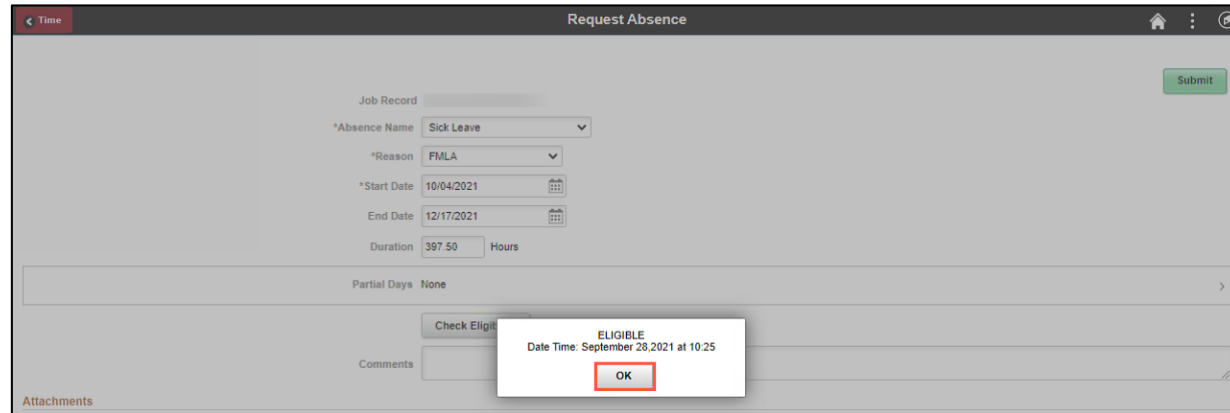
Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

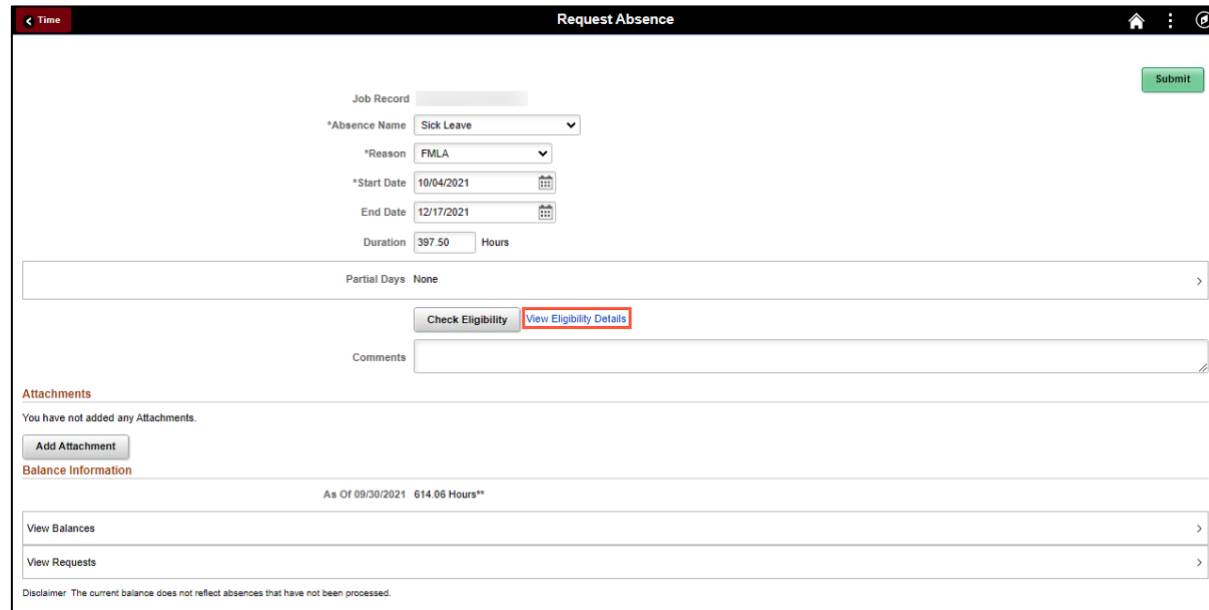
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 8: A message appears saying you are eligible. Click the **OK** button to continue.

Step 9: Click the **View Eligibility Details** link to view the details.



The screenshot shows the 'Request Absence' form with the following fields: Job Record, *Absence Name (Sick Leave), *Reason (FMLA), *Start Date (10/04/2021), End Date (12/17/2021), Duration (397.50 Hours), Partial Days (None), and a Comments field. A modal dialog box is displayed in the center with the text 'ELIGIBLE Date Time: September 28, 2021 at 10:25' and an 'OK' button highlighted with a red box.

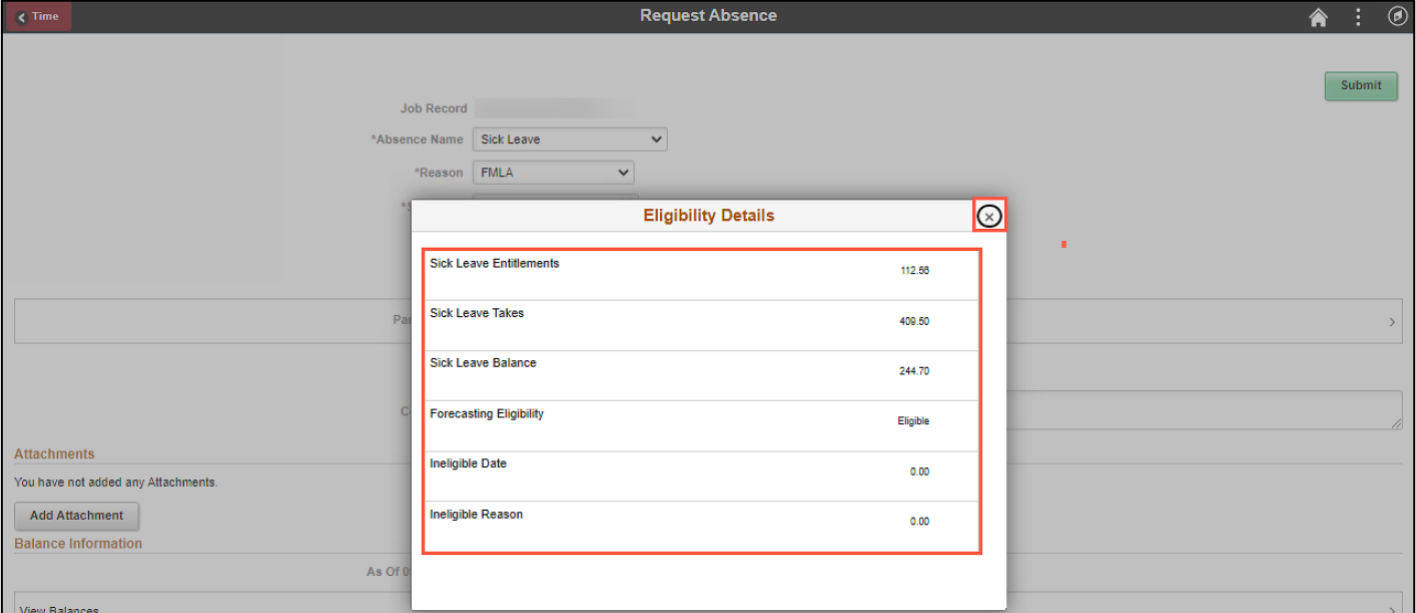


The screenshot shows the 'Request Absence' form with the following fields: Job Record, *Absence Name (Sick Leave), *Reason (FMLA), *Start Date (10/04/2021), End Date (12/17/2021), Duration (397.50 Hours), Partial Days (None), and a Comments field. The 'View Eligibility Details' link is highlighted with a red box. Below the form, there is an 'Attachments' section with an 'Add Attachment' button, a 'Balance Information' section showing 'As Of 09/30/2021 614.06 Hours**', and two expandable sections: 'View Balances' and 'View Requests'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 10: Click the **X** to close the page to continue the absence request.



Request Absence

Job Record: _____

*Absence Name: Sick Leave

*Reason: FMLA

[Submit](#)

Eligibility Details X

| | |
|-------------------------|----------|
| Sick Leave Entitlements | 112.56 |
| Sick Leave Takes | 400.50 |
| Sick Leave Balance | 244.70 |
| Forecasting Eligibility | Eligible |
| Ineligible Date | 0.00 |
| Ineligible Reason | 0.00 |

Attachments
You have not added any Attachments.
[Add Attachment](#)

Balance Information
As Of: _____
[View Balances](#)

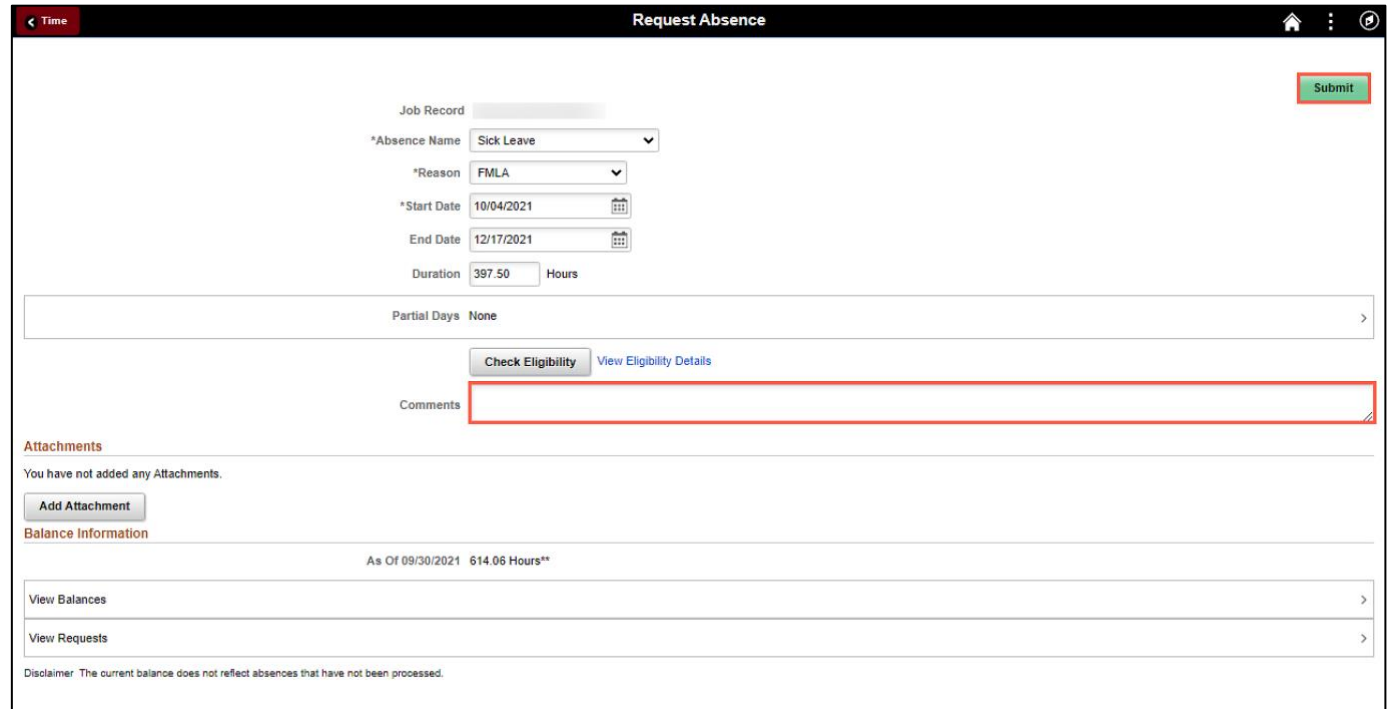
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Step 11: Click in the **Comments** field and enter additional information as needed. These comments are routed to your manager or TL/ABS approver.

Please do not to include sensitive medical information on any individual leave request for any leave type (i.e., sick, annual, or LOA) with FMLA reasons as this will expose your medically sensitive information to managers and TL/ABS Approvers.

All required FMLA Medical Documentation was provided when requesting the Extended Absence which was reviewed and processed by the Central Benefits Office. This medically sensitive documentation can only be viewed in the system by a Leave Administrator.

Step 12: Click **Submit** to submit the absence request for approval.

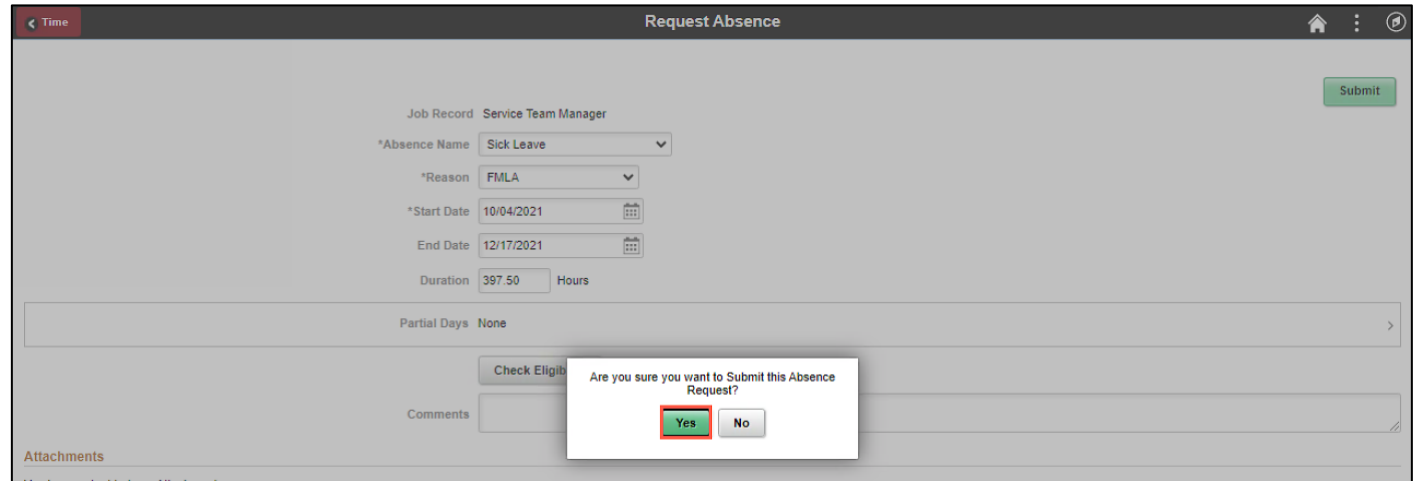


The screenshot shows the 'Request Absence' interface. At the top right is a 'Submit' button. The form contains the following fields and options:

- Job Record: [Dropdown]
- *Absence Name: Sick Leave [Dropdown]
- *Reason: FMLA [Dropdown]
- *Start Date: 10/04/2021 [Calendar]
- End Date: 12/17/2021 [Calendar]
- Duration: 397.50 Hours
- Partial Days: None [Dropdown]
- Check Eligibility [Button] | View Eligibility Details [Link]
- Comments: [Text Area - highlighted with a red border]
- Attachments: You have not added any Attachments. [Add Attachment Button]
- Balance Information: As Of 09/30/2021 614.06 Hours**
- View Balances [Dropdown]
- View Requests [Dropdown]
- Disclaimer: The current balance does not reflect absences that have not been processed.

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Step 13: Click the **Yes** button to indicate you are ready to submit the request



Request Absence

Job Record: Service Team Manager

*Absence Name: Sick Leave

*Reason: FMLA

*Start Date: 10/04/2021

End Date: 12/17/2021

Duration: 397.50 Hours

Partial Days: None

Check Eligibility

Comments

Attachments

Are you sure you want to Submit this Absence Request?

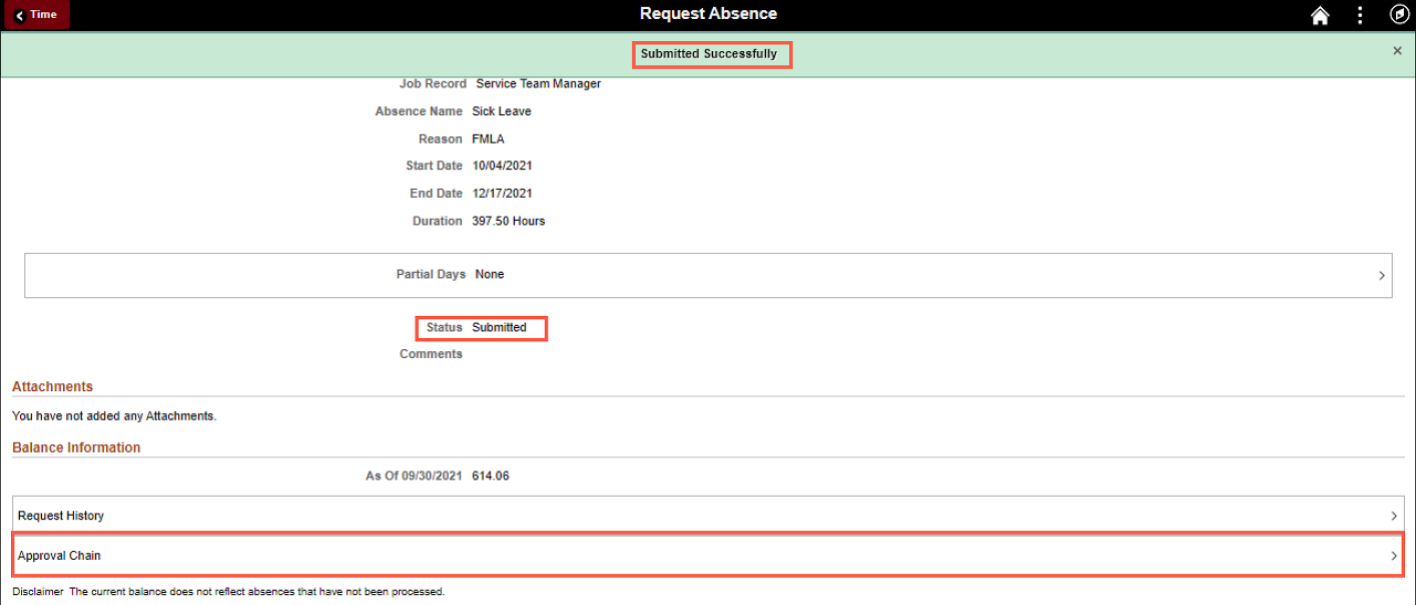
Yes No

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Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to you.

The **Approval Chain** option will become available when the absence is routed for approval. You can click it to view who it has been sent to for approval.

You successfully learned how to request an absence with an FMLA reason from request absence tile.



The screenshot shows the 'Request Absence' screen in a mobile application. At the top, there is a navigation bar with a back arrow, the text 'Time', and the title 'Request Absence'. Below the navigation bar, a green banner displays 'Submitted Successfully' in a red-bordered box. The main content area shows the following details:

- Job Record: Service Team Manager
- Absence Name: Sick Leave
- Reason: FMLA
- Start Date: 10/04/2021
- End Date: 12/17/2021
- Duration: 397.50 Hours
- Partial Days: None
- Status: Submitted (highlighted in a red-bordered box)
- Comments: (empty field)

Below the details, there are sections for 'Attachments' (with a message 'You have not added any Attachments.'), 'Balance Information' (As Of 09/30/2021 614.06), and 'Request History' (with 'Approval Chain' highlighted in a red-bordered box). A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'