



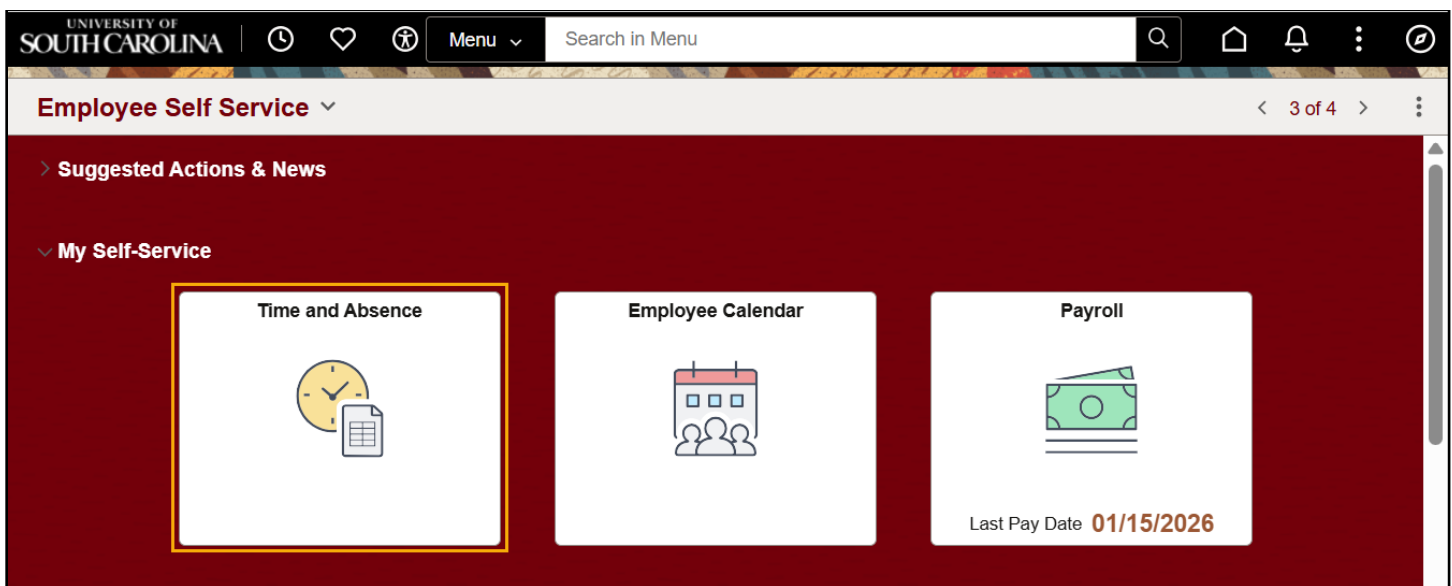
## Absence Management Job Aids

### Employee Self Service: Request an Absence with an FMLA Reason

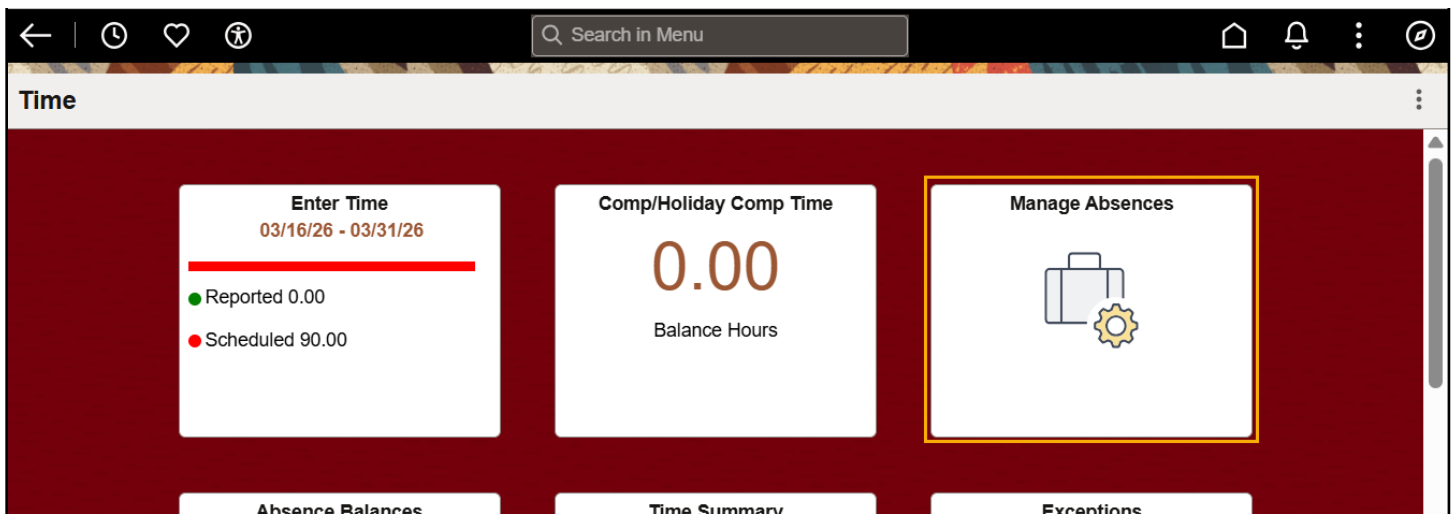
**How to request an absence with an FMLA reason:** This job aid outlines how an employee can request leave with an FMLA reason. Once the Extended Absence Leave Request (Request for leave under the Family and Medical Leave Act "FMLA") has been approved by the Central Benefits Office, the employee must then submit the leave for an FMLA reason using the Manage Absences 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 Workcenter > Manage Absences

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



2) Click the **Manage Absences** tile to request an absence.



## ESS: Request an Absence with an FMLA Reason

- 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 one-page document for a brief description of each leave type. Click **Apply Absence**.

The screenshot shows the 'Manage Absences' page in the ESS system. The 'Absence Name' dropdown menu is open, displaying a list of leave types. 'Sick Leave' is highlighted with a red box. A red arrow points from the 'Sick Leave' option to the 'Apply Absence' button, which is also highlighted with a red box. The background shows a list of existing absence requests, including 'Sick Leave' and 'Annual Leave'.

- 4) Click the **Reason** drop-down arrow and select an appropriate **FMLA** reason.

The screenshot shows the 'Create a new Request' form in the ESS system. The 'Reason' dropdown menu is open, displaying a list of reasons. 'FMLA' is highlighted with a red box. A red arrow points from the 'FMLA' option to the 'Reason' dropdown menu. The background shows the 'Create a new Request' form with fields for 'Start Date', 'End Date', 'Absence Name', 'Reason', 'Partial Days', 'Duration', and 'Comments'.

**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).

## ESS: Request an Absence with an FMLA Reason

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

The screenshot shows the top portion of a web form titled "Create a new Request". It includes a "Submit" button in the top right. The form has two main columns. The left column contains: "\*Start Date" with a text input "03/17/2026" and a calendar icon; "\*Absence Name" with a dropdown menu showing "Sick Leave" and an "Apply Absence" button; "Partial Days" with a dropdown showing "None" and a right arrow; and "Duration" with a text input "247.50" and the word "Hours". The right column contains: "End Date" with a text input "04/30/2026", a calendar icon, and a "+1 Day" button; "\*Reason" with a dropdown menu showing "FMLA"; and a "Check Eligibility" button. Red boxes highlight the calendar icons for both the start and end dates.

**NOTE:** An absence cannot be requested for a date an employee is not scheduled to work

- 6) 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.

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.

This screenshot shows the bottom portion of the "Create a new Request" form. It includes the "Duration" field with "247.50" and "Hours", and the "Check Eligibility" button, both highlighted with red boxes. Below these is a "Comments" text area with a small icon at the bottom left. The "Submit" button is still visible in the top right corner. The rest of the form fields from the previous screenshot are also visible but not highlighted.

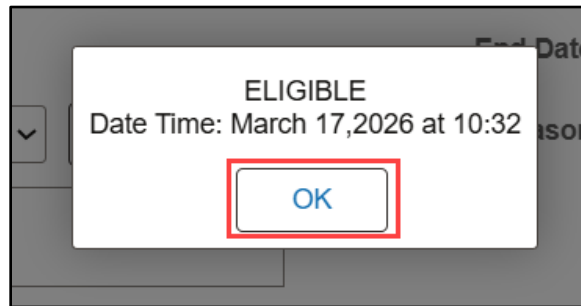
Two possible messages will be returned:

- **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 USC policy, an error message will appear if your request exceeds the established limit.

## ESS: Request an Absence with an FMLA Reason

7) A message appears saying you are eligible. Click the **OK** button to continue.



8) Click **View Eligibility Details** to view the details.

Create a new Request

Submit

\*Start Date 03/17/2026 End Date 04/30/2026 +1 Day

\*Absence Name Sick Leave Apply Absence \*Reason FMLA

Partial Days None

Duration 247.50 Hours

Check Eligibility View Eligibility Details

9) Click the **X** to close out the page to continue the absence request.

| Eligibility Details       |            | X |
|---------------------------|------------|---|
| Annual Leave Entitlements | 28.14      |   |
| Annual Leave Takes        | 28.14      |   |
| Annual Leave Balance      | 0.00       |   |
| Forecasting Eligibility   | Ineligible |   |
| Ineligible Date           | 04/13/2026 |   |
| Ineligible Reason         | 0.00       |   |

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

- 10)** Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver. Please do not 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. Click **Submit** to submit the absence request for approval.

**NOTE:** 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.

- 11)** Click the **Yes** button to indicate that you are ready to submit the request.

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

The option to view the Approval Chain will become available when the absence is routed for approval. To view, click the **Related Actions Menu** to the right of the Leave Status and then click **View Absence**.

## ESS: Request an Absence with an FMLA Reason

You can click **Approval Chain** to view who the request has been sent to for approval.

Details

Partial DaysNone>

Duration15.00 Hours

StatusSubmitted

Eligibility ResultsEligible

[View Eligibility Details](#)

CommentsEnter any additional information here.

Attachments

You have not added any Attachments.

Processing Details

StatusNot Processed

Request History>

Approval Chain>

\*\*Disclaimer

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

**You have successfully learned how to request an absence with an FMLA reason from the Manage Absences tile!**