

### Recording Usage

- Family Medical Leave is used in conjunction with available Temporary Disability, Vacation, Parental, and/or Elder Care leave.
- Staff should create leave requests via the **myUK Employee Self Service** portal. The department HR Administrator is available to assist as needed.

Leave Details		Check
<b>Type of Leave</b>		
Type of Leave: *	FMLA TDL EMP W/PAY	
Description:	FMLA VACATION W/PAY	
	FMLA TDL EMP W/PAY	
	FMLA TDL EMP W/O/PAY	
	FMLA TDL FAM W/PAY	
<b>General Data</b>		
Start Date: *	FMLA TDL FAM W/O/PAY	
End Date: *	FMLA OTHER W/O/PAY	
Absence hours:	FMLA HOL-New Year	
	FMLA HOL-MLK Day	
Approver Name:	FMLA HOL-Memorial Day	
New Note:	FMLA HOL-July 4th	

**Example  
Family  
Medical  
Leave  
Request**

### Special Note About Holidays

The employee is eligible if in a paid status the day before the holiday and the day after. If the unit is **closed** for the holiday, then the holiday should be coded as a regular holiday. If the unit is **open** then the holiday should be recorded using the appropriate FML holiday code.

### Resources

- Click [here](#) for Employee Resources
- Click [here](#) for Supervisor Resources
- Click [here](#) for Faculty Resources

### Budget Office/HR Administrator System Tips

- If the individual is a **supervisor**, please assist with setting up delegation prior to the leave.
- If the employee is a **PI**, please make payroll certification arrangements prior to the leave.
- If the employee is a **workflow approver**, please assist with setting up delegation prior to the leave.