

How to request an extended absence:

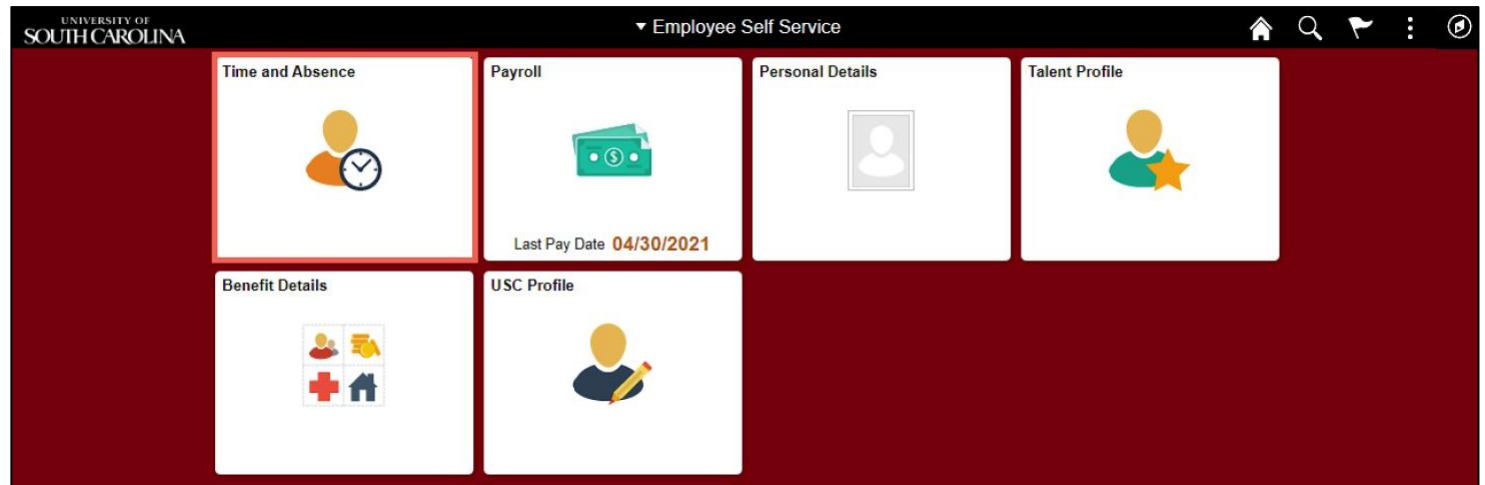
This job aid outlines how an employee can request an extended absence (FMLA request).

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

Processing Steps

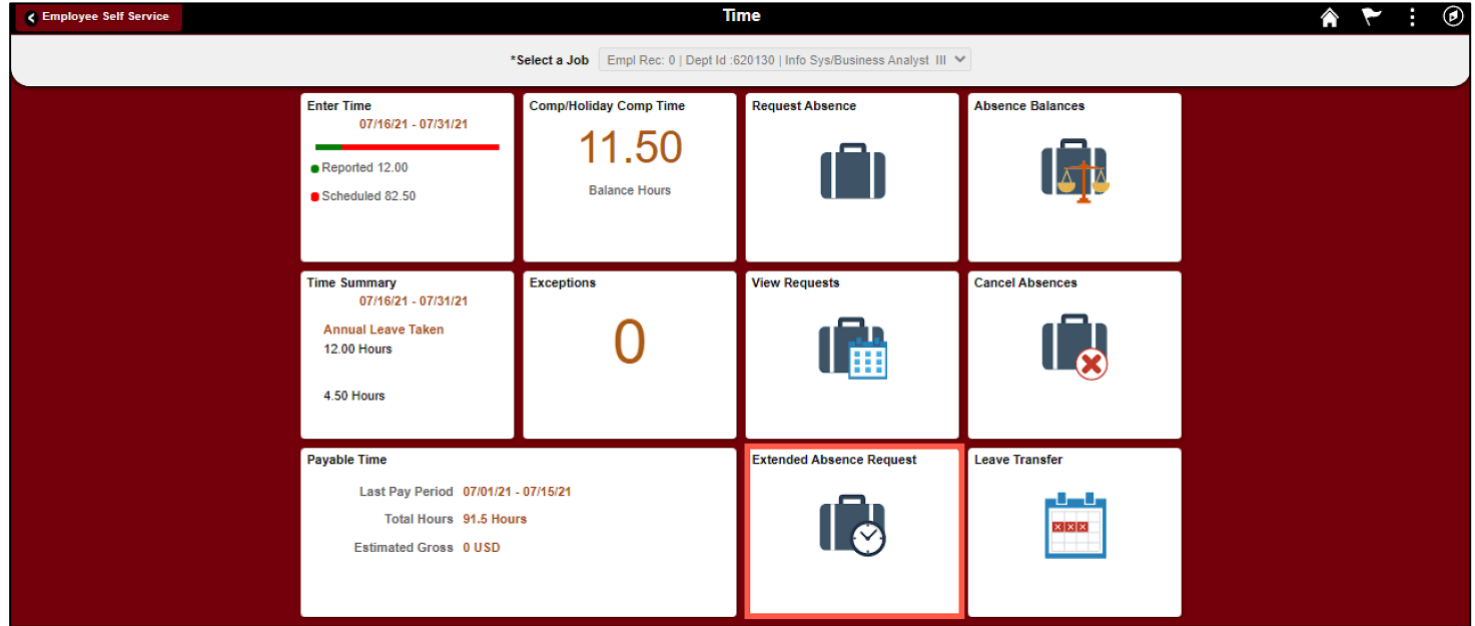
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots










University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 2: Click the **Extended Absence Request** tile.

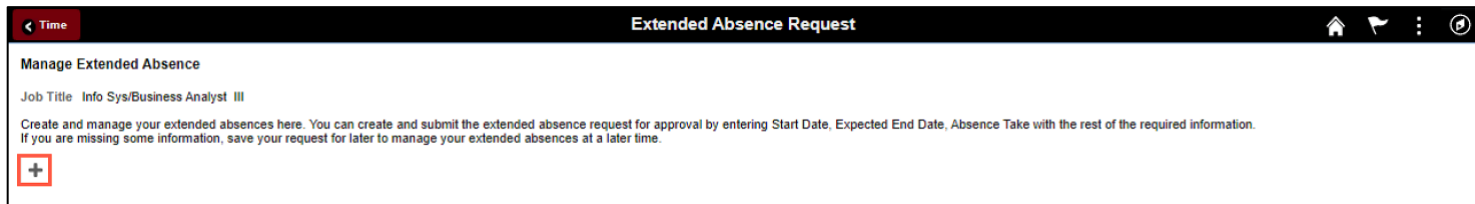


Employee Self Service | **Time**

*Select a Job | Empl Rec: 0 | Dept Id: 620130 | Info Sys/Business Analyst III

| | | | |
|---|---|--|--|
| Enter Time 07/16/21 - 07/31/21  Reported 12.00 Scheduled 82.50 | Comp/Holiday Comp Time <h1 style="color: orange;">11.50</h1> Balance Hours | Request Absence  | Absence Balances  |
| Time Summary 07/16/21 - 07/31/21 Annual Leave Taken 12.00 Hours 4.50 Hours | Exceptions <h1 style="color: orange;">0</h1> | View Requests  | Cancel Absences  |
| Payable Time Last Pay Period 07/01/21 - 07/15/21 Total Hours 91.5 Hours Estimated Gross 0 USD | | Extended Absence Request  | Leave Transfer  |


Step 3: Click to the **+ Plus** button to add an extended absence request.



Time | **Extended Absence Request**

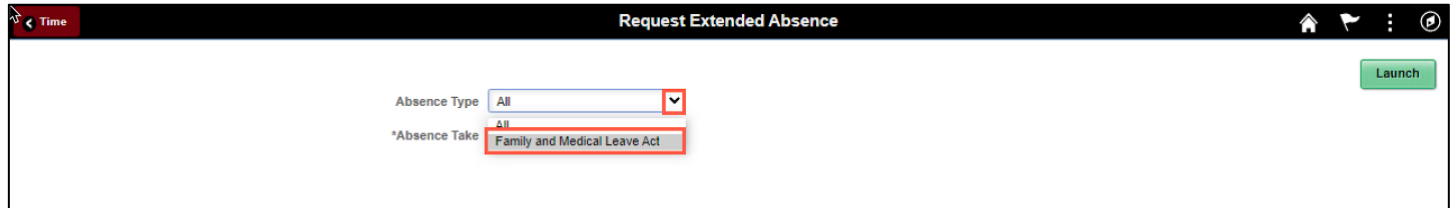
Manage Extended Absence
 Job Title Info Sys/Business Analyst III

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.



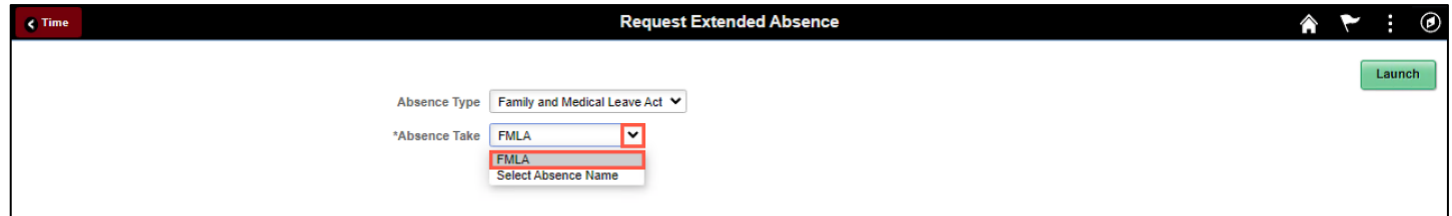
University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 4: Click the **Absence Type** drop-down arrow and select **Family and Medical Leave Act**.



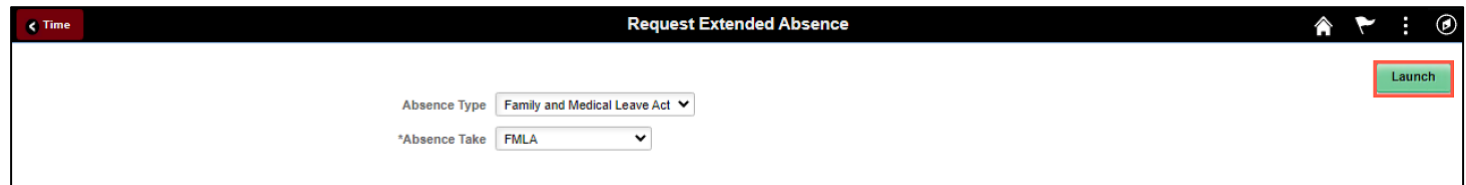
The screenshot shows the 'Request Extended Absence' form. The 'Absence Type' dropdown menu is open, and 'Family and Medical Leave Act' is selected. The '*Absence Take' dropdown menu is also open, showing 'FMLA' and 'Select Absence Name' as options. A 'Launch' button is visible in the top right corner.

Step 5: Click the **Absence Take** drop-down arrow and select **FMLA**.



The screenshot shows the 'Request Extended Absence' form. The 'Absence Type' dropdown menu is now set to 'Family and Medical Leave Act'. The '*Absence Take' dropdown menu is open, and 'FMLA' is selected. A 'Launch' button is visible in the top right corner.

Step 6: Click the **Launch** button.



The screenshot shows the 'Request Extended Absence' form. The 'Absence Type' dropdown menu is set to 'Family and Medical Leave Act' and the '*Absence Take' dropdown menu is set to 'FMLA'. The 'Launch' button in the top right corner is highlighted with a red box.

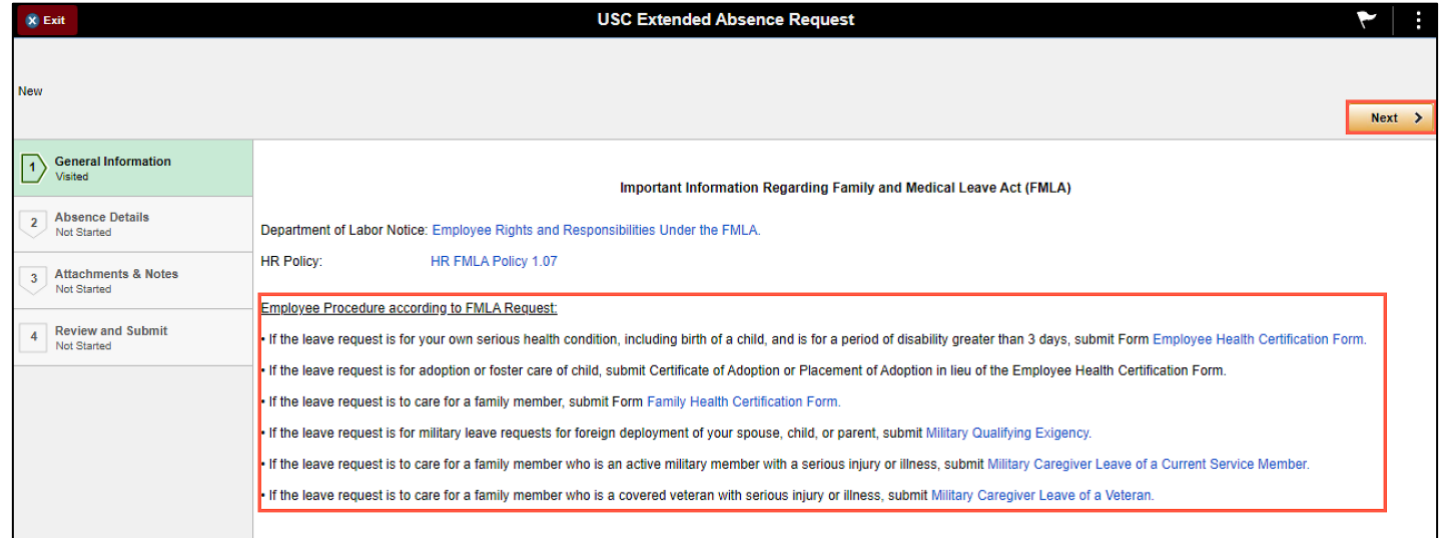
University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 1 of 4/General Information - read the important Information regarding the Family and Medical Leave Act, including the UofSC FMLA policy.

Step 7: Click the **hyperlink** for the appropriate Form you may need for this request. Hyperlinks open in a new window tab.

Be sure to download the form, complete it, and then upload to this request when appropriate.

Step 8: Click the **Next** button to enter the absence details.



The screenshot shows the 'USC Extended Absence Request' web application. The interface includes a navigation sidebar on the left with four steps: 1. General Information (Visited), 2. Absence Details (Not Started), 3. Attachments & Notes (Not Started), and 4. Review and Submit (Not Started). The main content area is titled 'Important Information Regarding Family and Medical Leave Act (FMLA)'. It contains a 'Department of Labor Notice: [Employee Rights and Responsibilities Under the FMLA](#)' and an 'HR Policy: [HR FMLA Policy 1.07](#)'. A red-bordered box highlights the 'Employee Procedure according to FMLA Request' section, which lists five bullet points:

- If the leave request is for your own serious health condition, including birth of a child, and is for a period of disability greater than 3 days, submit Form [Employee Health Certification Form](#).
- If the leave request is for adoption or foster care of child, submit Certificate of Adoption or Placement of Adoption in lieu of the Employee Health Certification Form.
- If the leave request is to care for a family member, submit Form [Family Health Certification Form](#).
- If the leave request is for military leave requests for foreign deployment of your spouse, child, or parent, submit [Military Qualifying Exigency](#).
- If the leave request is to care for a family member who is an active military member with a serious injury or illness, submit [Military Caregiver Leave of a Current Service Member](#).
- If the leave request is to care for a family member who is a covered veteran with serious injury or illness, submit [Military Caregiver Leave of a Veteran](#).

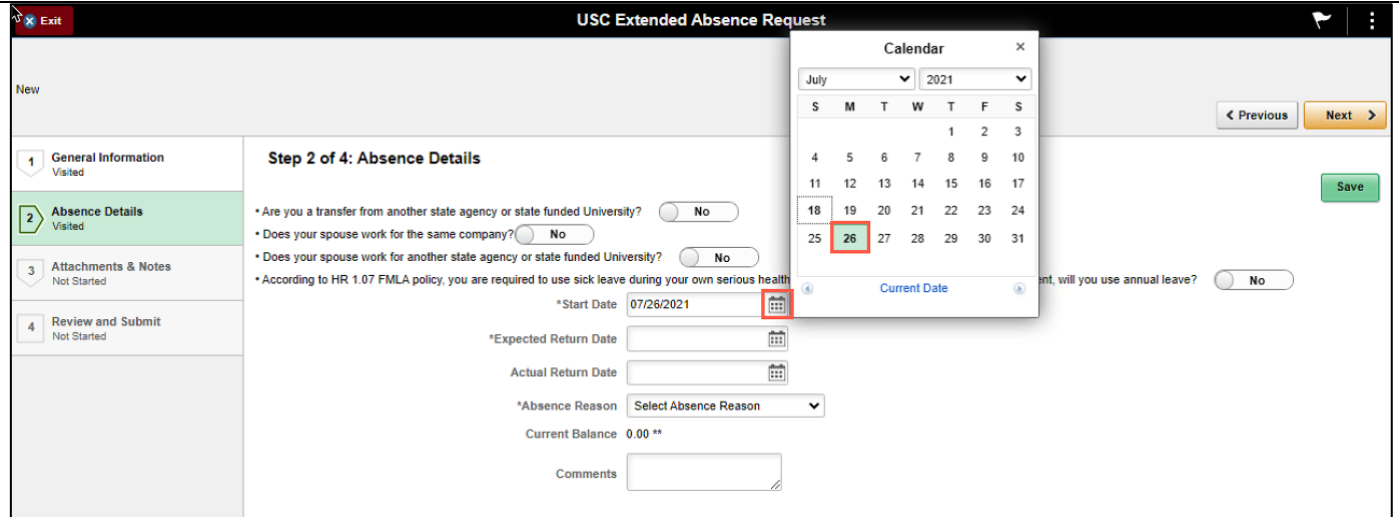
 A 'Next >' button is visible in the top right corner of the application window.

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Step 2 of 4/Absence Details - read each question carefully and change to “Yes” if any are true; otherwise skip to step 8.

Questions changed to “Yes” are highlighted in green.

Step 9: Click the **Start Date Calendar** lookup and select the appropriate date.



USC Extended Absence Request

New

Step 2 of 4: Absence Details

- Are you a transfer from another state agency or state funded University? No
- Does your spouse work for the same company? No
- Does your spouse work for another state agency or state funded University? No
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition, will you use annual leave? No

*Start Date: 07/26/2021

*Expected Return Date: [Calendar Icon]

Actual Return Date: [Calendar Icon]

*Absence Reason: Select Absence Reason

Current Balance: 0.00 **

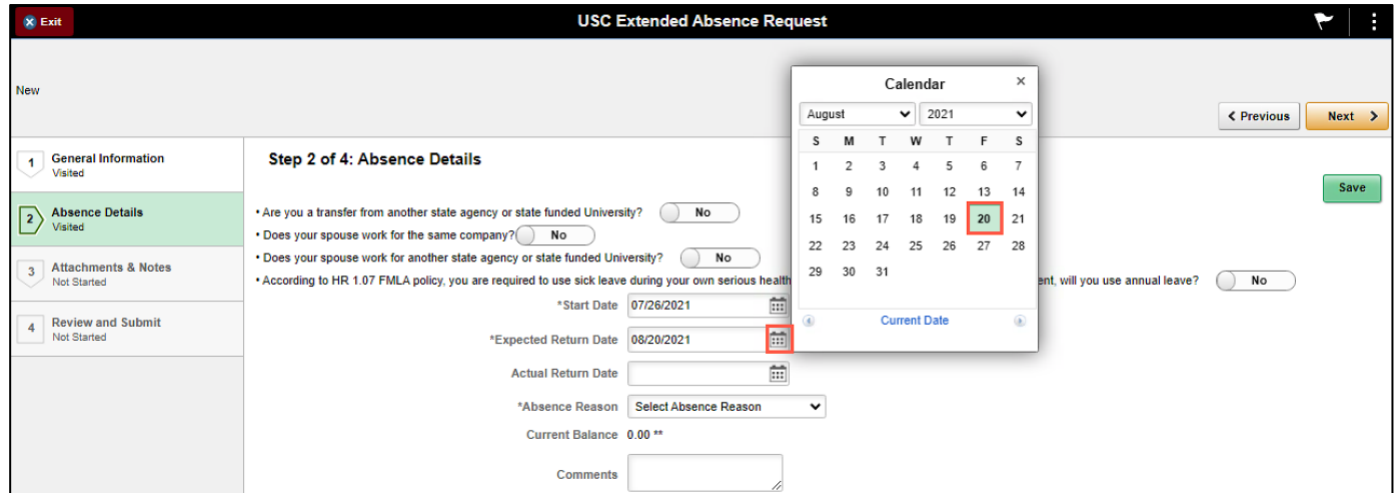
Comments: [Text Area]

Calendar (July 2021):

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Save

Step 10: Click the **Expected Return Date Calendar** lookup and select the appropriate date.



USC Extended Absence Request

New

Step 2 of 4: Absence Details

- Are you a transfer from another state agency or state funded University? No
- Does your spouse work for the same company? No
- Does your spouse work for another state agency or state funded University? No
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition, will you use annual leave? No

*Start Date: 07/26/2021

*Expected Return Date: 08/20/2021

Actual Return Date: [Calendar Icon]

*Absence Reason: Select Absence Reason

Current Balance: 0.00 **

Comments: [Text Area]

Calendar (August 2021):

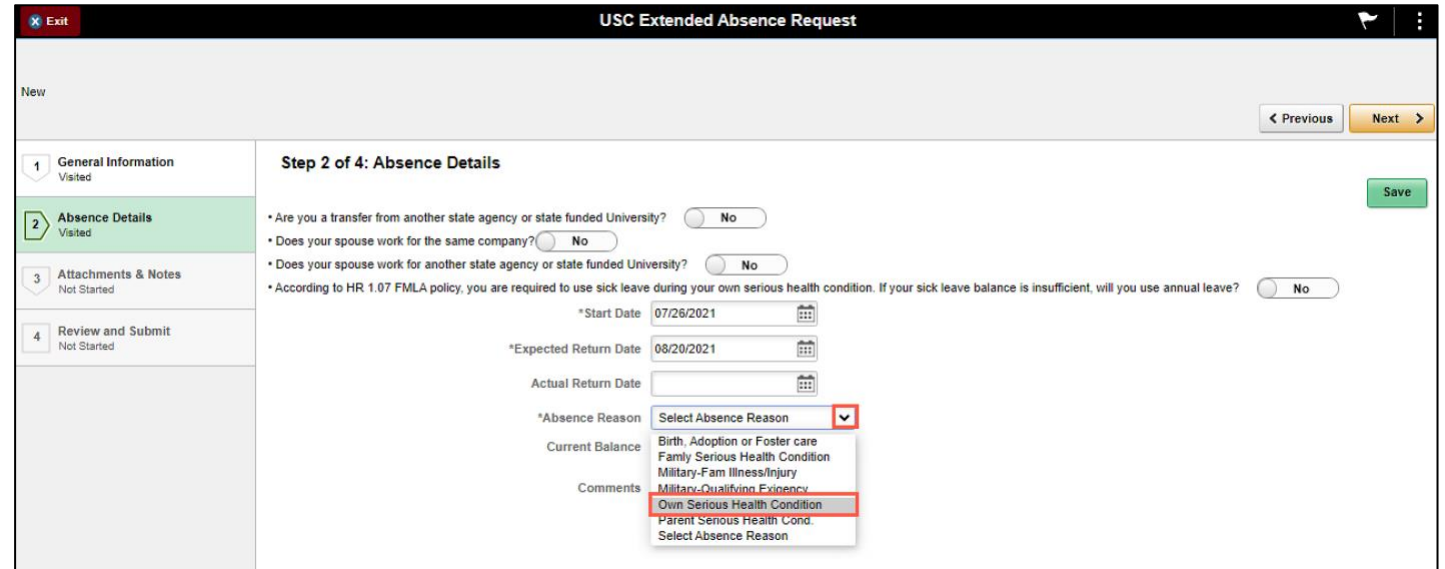
| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Save

University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

NOTE: The **Actual Return Date** will be completed by an Absence Administrator in the Benefits Office.

Step 11: Click the **Absence Reason** drop-down arrow and select the appropriate reason.



USC Extended Absence Request

New < Previous **Next** >

1 General Information
Visited

2 Absence Details
Visited

3 Attachments & Notes
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Absence Details

Save

- Are you a transfer from another state agency or state funded University? No
- Does your spouse work for the same company? No
- Does your spouse work for another state agency or state funded University? No
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave? No

*Start Date: 07/26/2021

*Expected Return Date: 08/20/2021

Actual Return Date:

*Absence Reason: Select Absence Reason

Current Balance:

Comments:

Select Absence Reason

Birth, Adoption or Foster care

Family Serious Health Condition

Military-Fam Illness/Injury

Military Qualifying Exigency

Own Serious Health Condition

Parent Serious Health Cond.

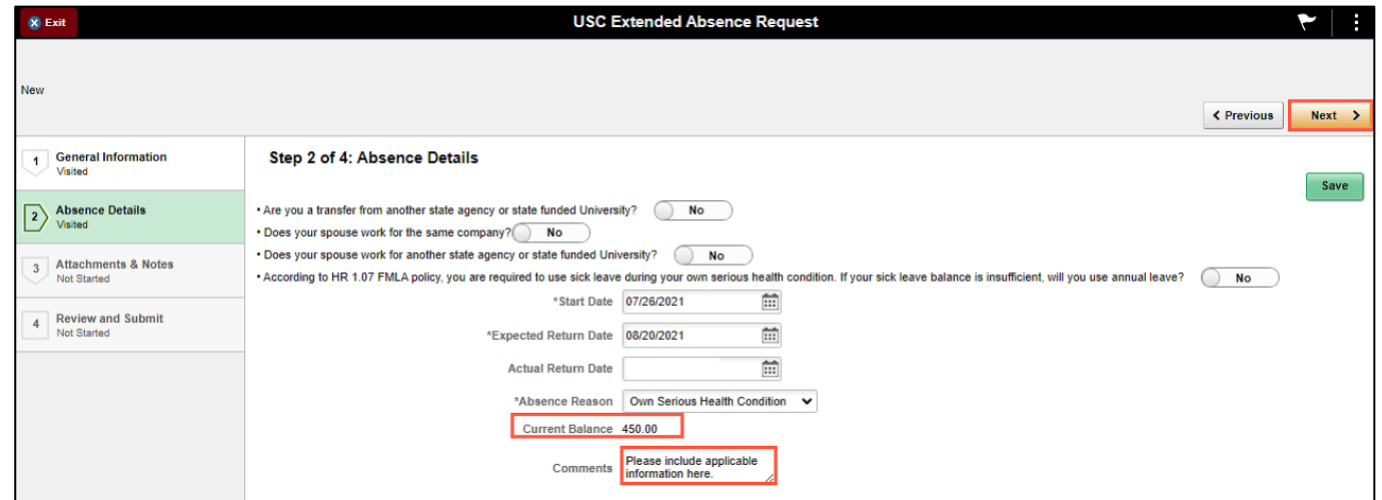
Select Absence Reason

University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Absence Reason displays and Current Balance changes from 0.00 to the calculated entitlement.

Step 12/Optional: Click in the Comments field and enter an appropriate comment.

Step 13: Click the **Next** button.



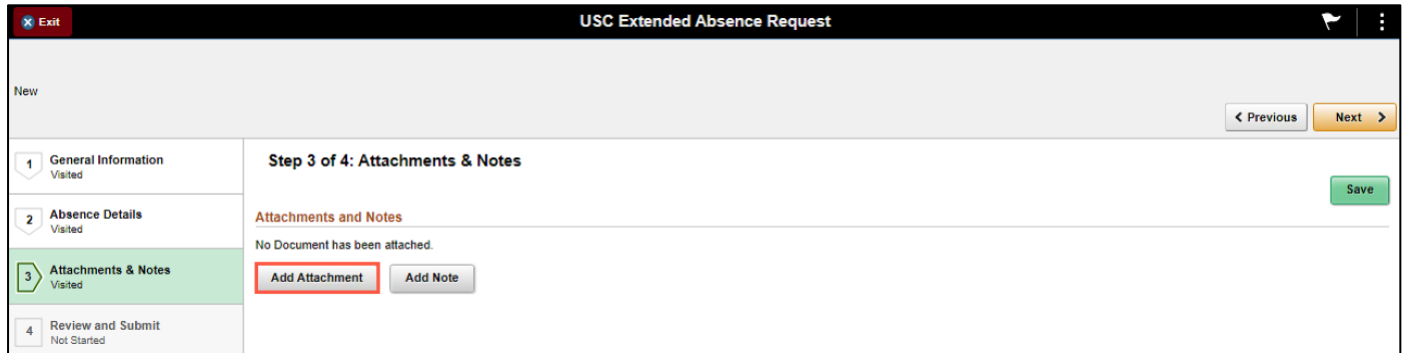
The screenshot shows the 'USC Extended Absence Request' interface at Step 2 of 4: Absence Details. The left sidebar shows four steps: 1. General Information (Visited), 2. Absence Details (Visited), 3. Attachments & Notes (Not Started), and 4. Review and Submit (Not Started). The main content area contains the following fields:

- Are you a transfer from another state agency or state funded University? No
- Does your spouse work for the same company? No
- Does your spouse work for another state agency or state funded University? No
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave? No
- *Start Date: 07/26/2021
- *Expected Return Date: 08/20/2021
- Actual Return Date: [Empty]
- *Absence Reason: Own Serious Health Condition
- Current Balance: 450.00
- Comments: Please include applicable information here.

Navigation buttons: < Previous, Next >, and a Save button.

Step 3 of 4/Attachments and Notes - upload the appropriate completed FMLA Form.

Step 14: Click the **Attachments** button.



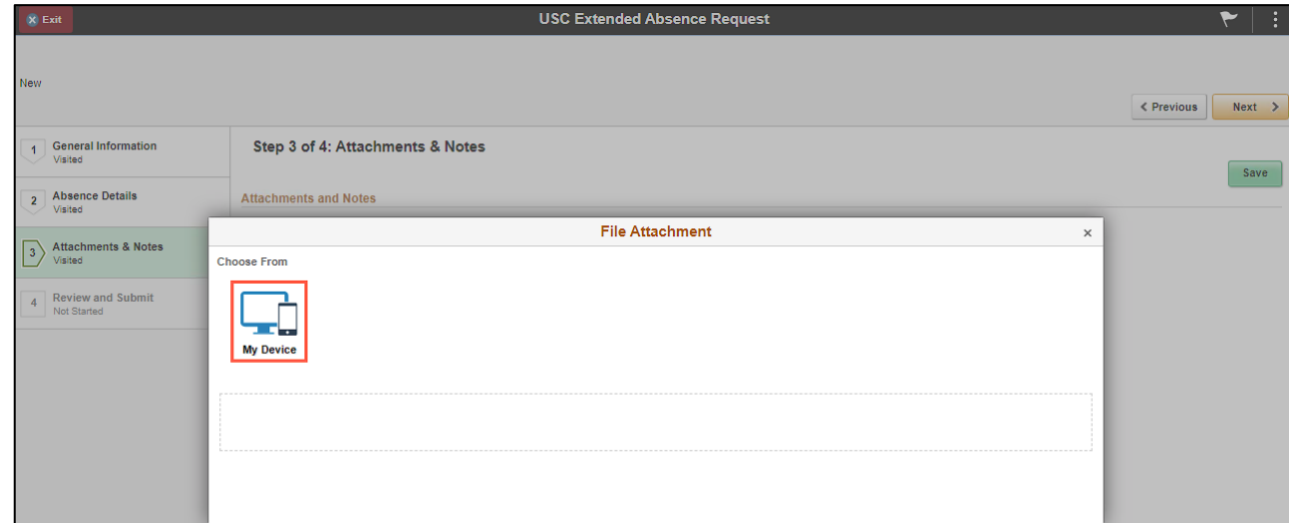
The screenshot shows the 'USC Extended Absence Request' interface at Step 3 of 4: Attachments & Notes. The left sidebar shows four steps: 1. General Information (Visited), 2. Absence Details (Visited), 3. Attachments & Notes (Visited), and 4. Review and Submit (Not Started). The main content area contains the following elements:

- Attachments and Notes
- No Document has been attached.
- Add Attachment button
- Add Note button

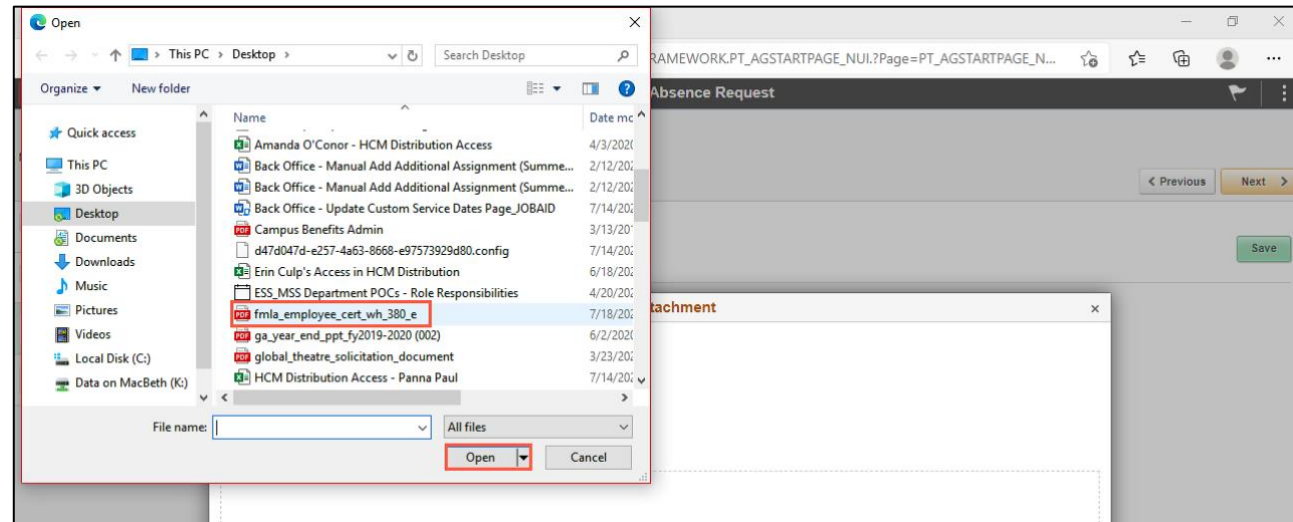
Navigation buttons: < Previous, Next >, and a Save button.

University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 15: Click the **My Device** icon.

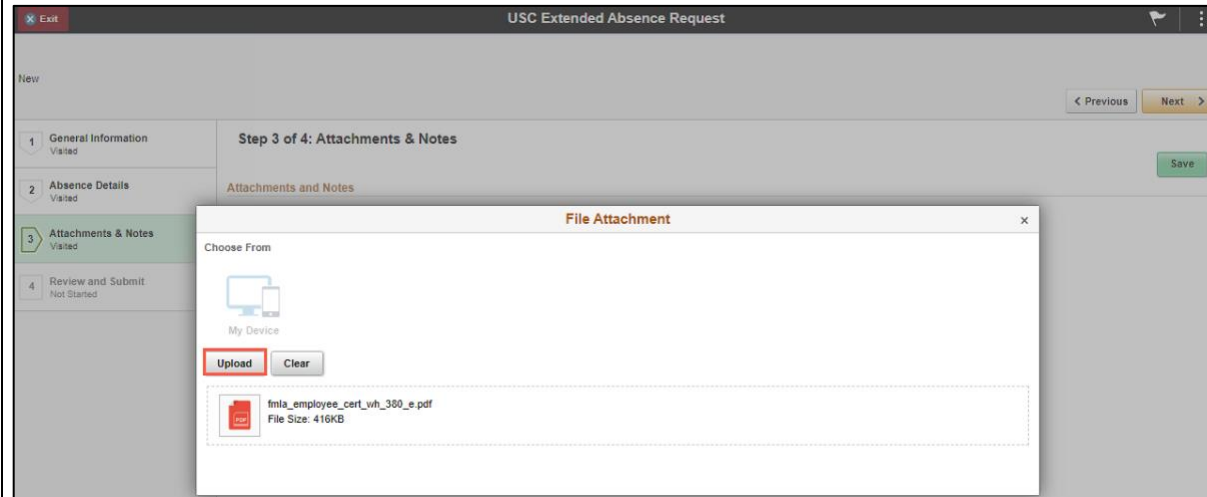


Step 16: Select the completed FMLA Form saved on your computer and click the **Open** button.

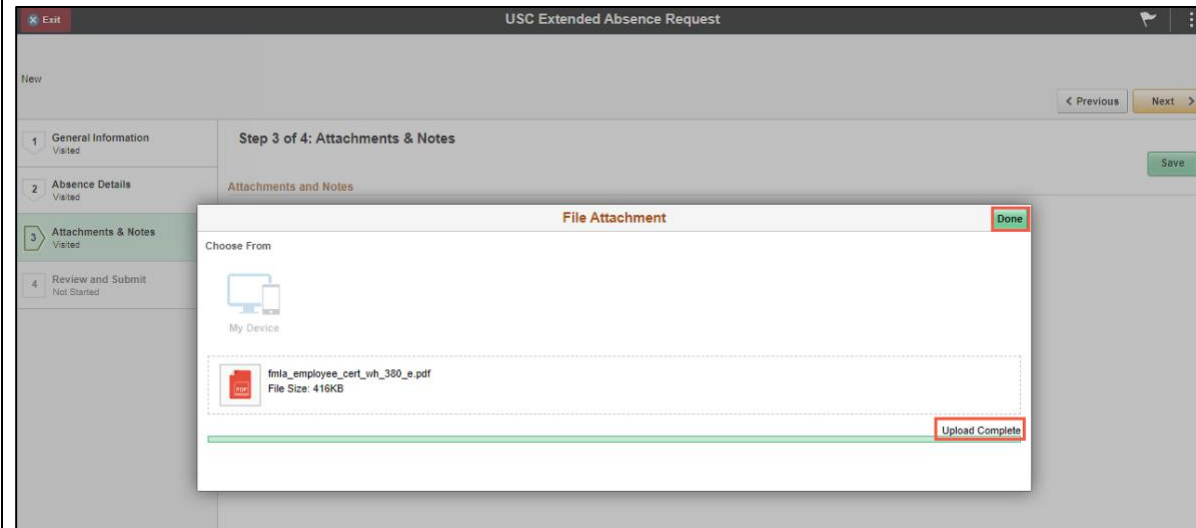


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Step 17: Click the **Upload** button.

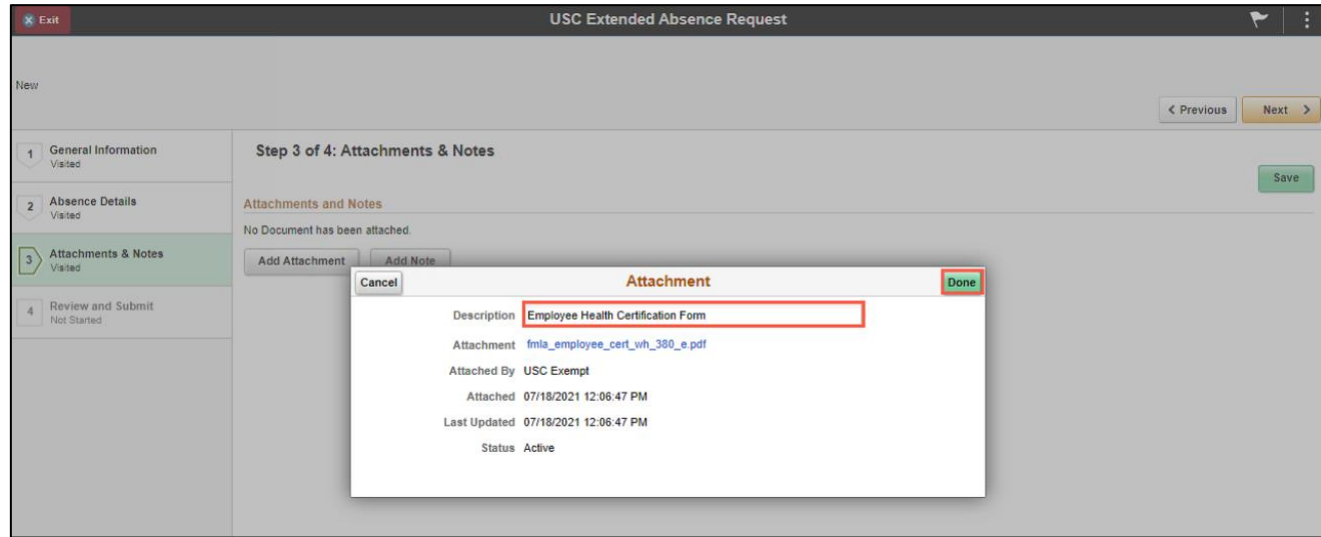


Step 18: When the upload is completed, click the **Done** button.



University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 19: Click in the **Description** field and enter an appropriate description for the attached document.



USC Extended Absence Request

Step 3 of 4: Attachments & Notes

Attachments and Notes

No Document has been attached.

Add Attachment Add Note

Attachment

Description: **Employee Health Certification Form**

Attachment: fmla_employee_cert_wh_380_e.pdf

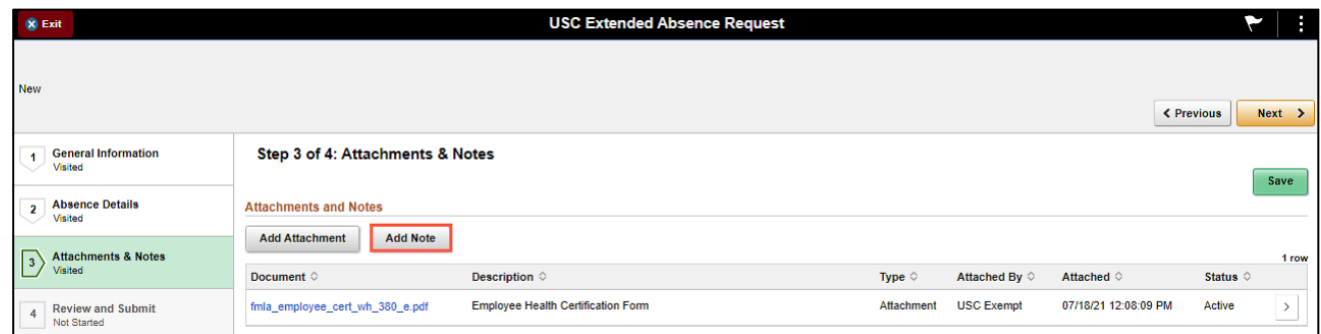
Attached By: USC Exempt

Attached: 07/18/2021 12:06:47 PM

Last Updated: 07/18/2021 12:06:47 PM

Status: Active

Step 20: Click the **Add Note** button to provide additional information regarding the request.



USC Extended Absence Request

Step 3 of 4: Attachments & Notes

Attachments and Notes

Add Attachment Add Note

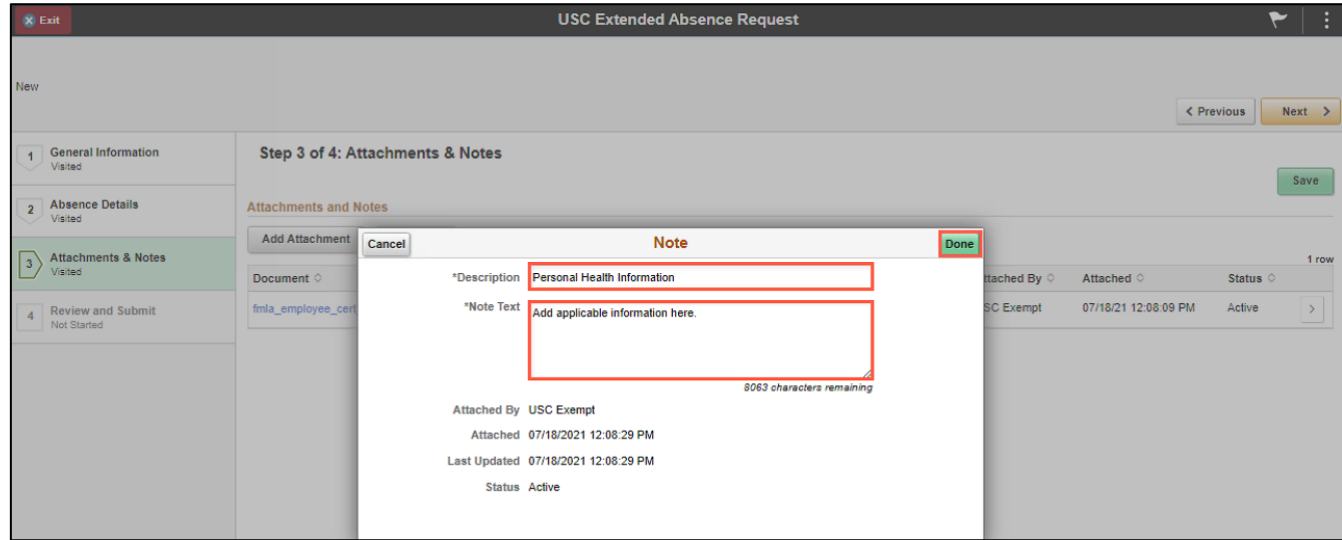
| Document | Description | Type | Attached By | Attached | Status |
|---------------------------------|------------------------------------|------------|-------------|----------------------|--------|
| fmla_employee_cert_wh_380_e.pdf | Employee Health Certification Form | Attachment | USC Exempt | 07/18/21 12:08:09 PM | Active |

University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 21: Click in the **Description** field and enter an appropriate description for the notes.

Step 22: Click in the **Note Text** field and enter the information applicable to the extended absence request.

Step 23: Click the **Done** button.



The screenshot shows the 'USC Extended Absence Request' interface. A 'Note' dialog box is open, allowing the user to add a note to the request. The dialog contains the following fields and information:

- Description:** Personal Health Information
- Note Text:** Add applicable information here.
- Character Count:** 8063 characters remaining
- Attached By:** USC Exempt
- Attached:** 07/18/2021 12:08:29 PM
- Last Updated:** 07/18/2021 12:08:29 PM
- Status:** Active

The 'Done' button in the top right corner of the dialog is highlighted with a red border, indicating it should be clicked to save the note.

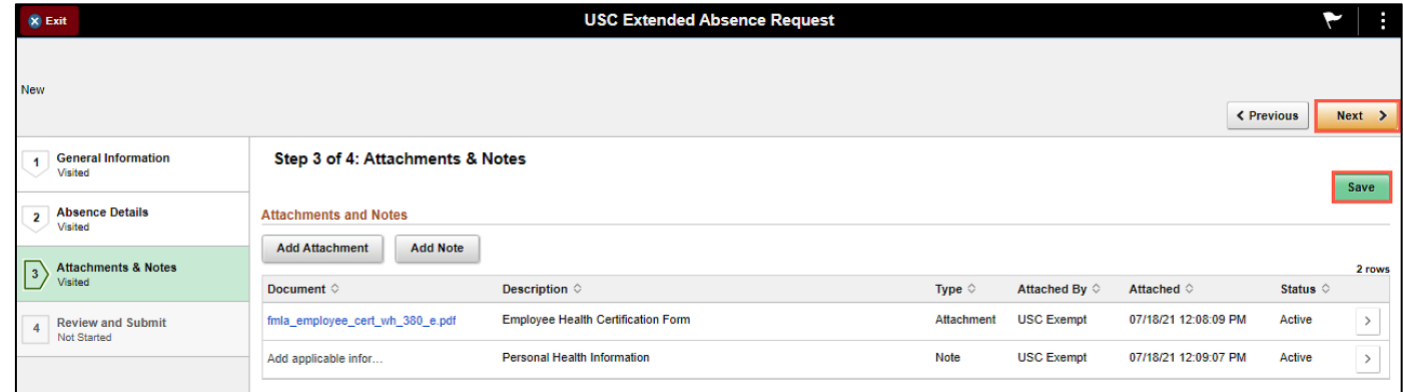
University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 24: When the attachment is uploaded and notes added, click the **Save** button.

Step 25: Click the **Next** button to complete the request.

Step 4 of 4/Review and Submit - review all the absence request detail, attachments, and notes.

Step 26: Click the **Submit** button.



USC Extended Absence Request

New

< Previous **Next** >

Step 3 of 4: Attachments & Notes

1 General Information Visited

2 Absence Details Visited

3 Attachments & Notes Visited

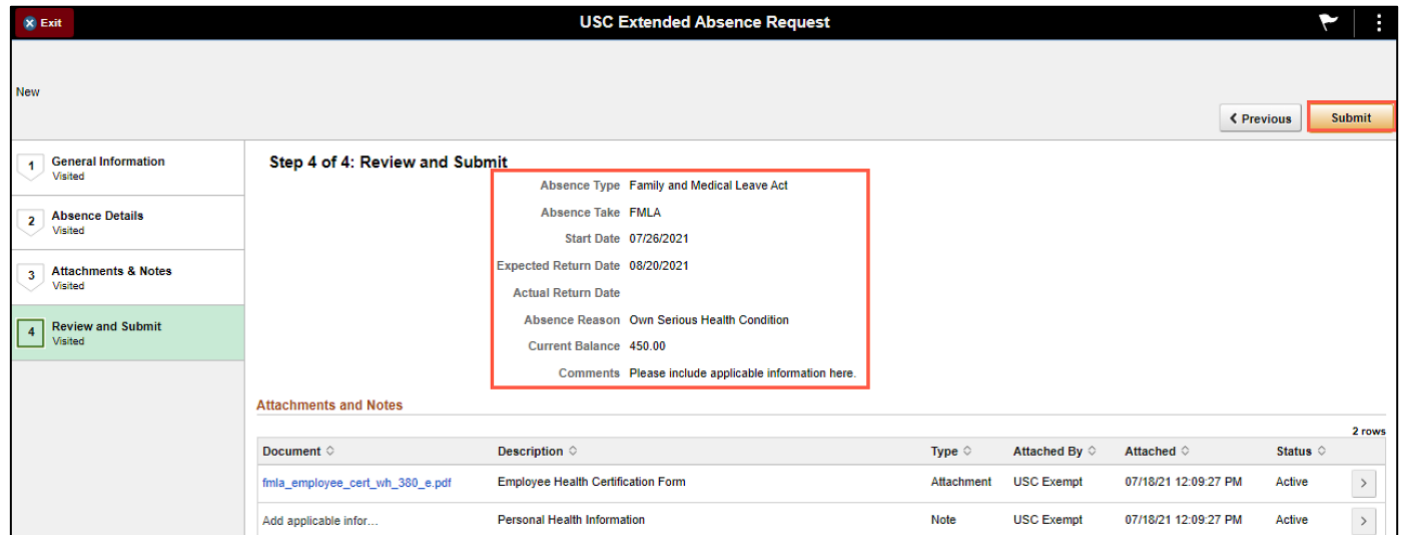
4 Review and Submit Not Started

Save

Attachments and Notes

Add Attachment Add Note

| Document | Description | Type | Attached By | Attached | Status | 2 rows |
|---------------------------------|------------------------------------|------------|-------------|----------------------|--------|--------|
| fmla_employee_cert_vh_380_e.pdf | Employee Health Certification Form | Attachment | USC Exempt | 07/18/21 12:08:09 PM | Active | > |
| Add applicable infor... | Personal Health Information | Note | USC Exempt | 07/18/21 12:09:07 PM | Active | > |



USC Extended Absence Request

New

< Previous **Submit** >

Step 4 of 4: Review and Submit

1 General Information Visited

2 Absence Details Visited

3 Attachments & Notes Visited

4 Review and Submit Visited

Absence Type Family and Medical Leave Act

Absence Take FMLA

Start Date 07/26/2021

Expected Return Date 08/20/2021

Actual Return Date

Absence Reason Own Serious Health Condition

Current Balance 450.00

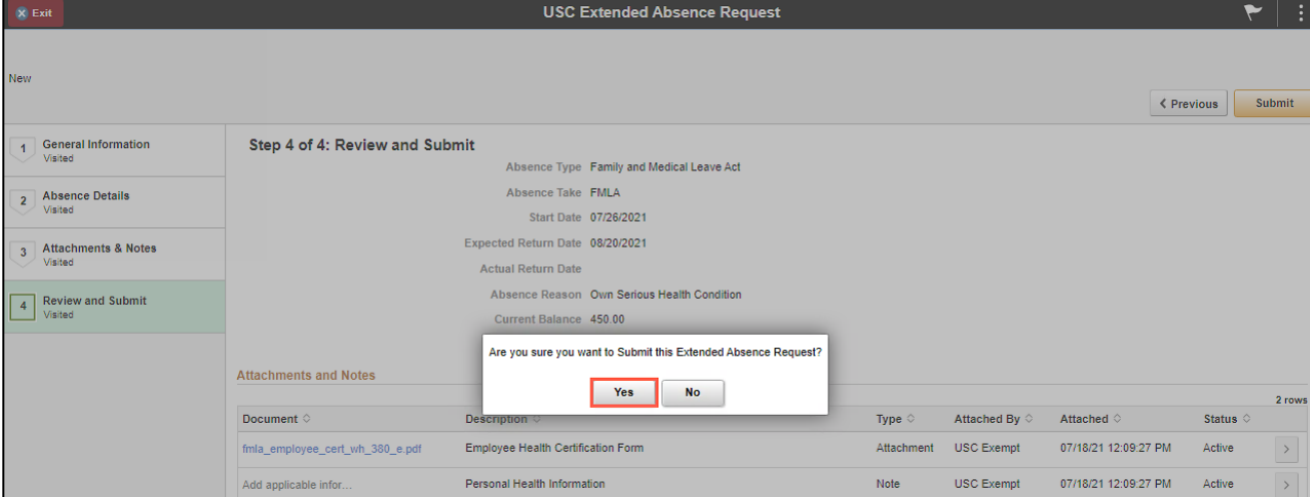
Comments Please include applicable information here.

Attachments and Notes

| Document | Description | Type | Attached By | Attached | Status | 2 rows |
|---------------------------------|------------------------------------|------------|-------------|----------------------|--------|--------|
| fmla_employee_cert_vh_380_e.pdf | Employee Health Certification Form | Attachment | USC Exempt | 07/18/21 12:09:27 PM | Active | > |
| Add applicable infor... | Personal Health Information | Note | USC Exempt | 07/18/21 12:09:27 PM | Active | > |

University of South Carolina Absence Management - ESS Request an Extended Absence (FMLA)

Step 27: Click the **Yes** button to submit the extended absence request.



Step 4 of 4: Review and Submit

Absence Type: Family and Medical Leave Act
Absence Take: FMLA
Start Date: 07/26/2021
Expected Return Date: 08/20/2021
Actual Return Date:
Absence Reason: Own Serious Health Condition
Current Balance: 450.00

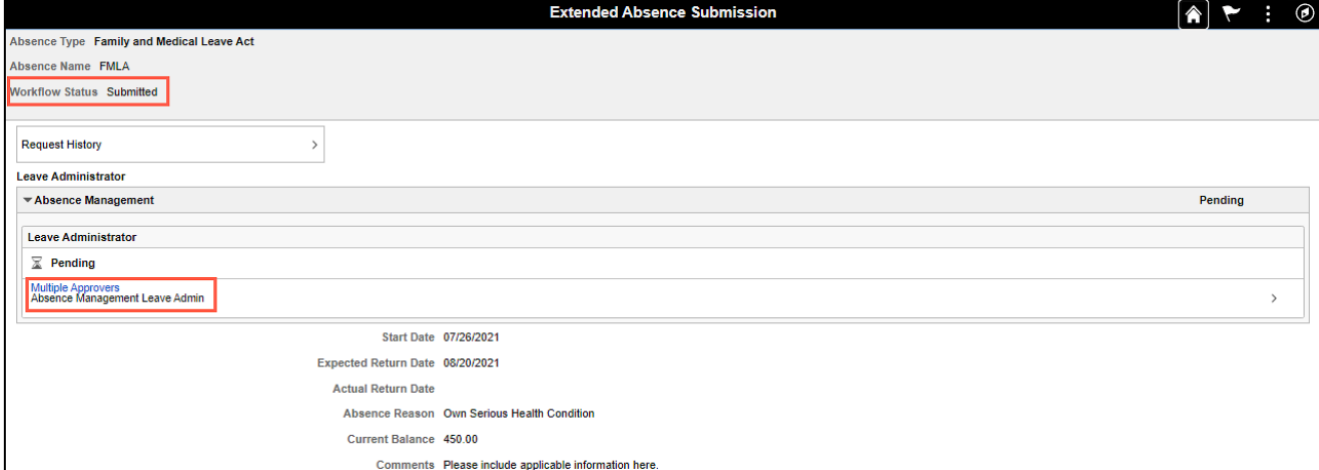
Are you sure you want to Submit this Extended Absence Request?

Yes No

| Document | Description | Type | Attached By | Attached | Status |
|---------------------------------|------------------------------------|------------|-------------|----------------------|--------|
| fmla_employee_cert_vh_380_e.pdf | Employee Health Certification Form | Attachment | USC Exempt | 07/18/21 12:09:27 PM | Active |
| Add applicable infor... | Personal Health Information | Note | USC Exempt | 07/18/21 12:09:27 PM | Active |

Step 28: Notice the workflow status is “Submitted” and the request is waiting for the Absence Management Leave Admin from the Benefit’s Office for approval.

You have successfully learned how to request an extended absence (FMLA request).



Extended Absence Submission

Absence Type: Family and Medical Leave Act
Absence Name: FMLA
Workflow Status: Submitted

Request History

Leave Administrator: Pending

Multiple Approvers: Absence Management Leave Admin

Start Date: 07/26/2021
Expected Return Date: 08/20/2021
Actual Return Date:
Absence Reason: Own Serious Health Condition
Current Balance: 450.00
Comments: Please include applicable information here.