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Please Note: this guide provides information on requesting Protected Leave through the EmpCenter Time and Attendance System only. It is not meant as a substitute for understanding FMLA/OFLA or other protected leave policies and regulations. For details on OSU policies, visit the OHR FMLA website at http://oregonstate.edu/admin/hr/benefits/fmla or contact the FMLA/OFLA Benefits consultant at 541-737-5976.

Overview

EmpCenter processes and tracks protected leave requests, manages documents, and ensures compliance with federal and state laws.

See the OHR FMLA website at http://oregonstate.edu/admin/hr/benefits/fmla for information about what may qualify for protected leave and details on the policies governing the leave process.

If you anticipate and/or are away from work for more than three consecutive days to care for yourself and/or a qualifying family member you will need to request Protected Leave through EmpCenter.

When you request or use protected leave, you also need to complete a leave request in EmpCenter under “Absences for Vacation, Sick, and Other” to indicate how you will be paid while on protected leave (e.g., sick or vacation).

Types of Leave

The following types of protected leave can be requested through EmpCenter:

- FMLA – Family Medical Leave Act – a federal law that entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons.
- OFLA – Oregon Family Leave Act – an Oregon law that entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons.
- Military – Federal and Oregon laws that allow certain military family leave entitlements for some military deployments or to care for a covered service member with a serious injury or illness.
Requesting Protected Leave

Requesting protected leave in EmpCenter is an interactive process. EmpCenter will ask you a series of questions based on the type of leave you are requesting and your answers to those questions. The example below is not meant to be an exhaustive review of all the possible questions.

1. Select My Time Off from the Schedules group on the Dashboard:

![EmpCenter Dashboard](image1)

Note: your Dashboard view will depend on your policy profile and role within EmpCenter.

2. Click Create New Request:

![EmpCenter Request List](image2)
3. Select Continue under “Absences for FMLA, OFLA, and Military Leave”:

![Image of EmpCenter interface with Continue button highlighted]

Note: you will also need to submit a time off request under “Absences for Vacation, Sick, and Other” after completing the protected leave request to indicate the how you would like to be paid (e.g., sick, vacation, leave without pay (LWOP), etc.) while on protected leave.

4. Enter the estimated start and end dates for the leave and select the reason for leave.
Employees should give appropriate notice of the need for protected leave. At least 30 days advance notice or as soon as you learn of your need for leave if less than 30 days advance notice.

![Image of EmpCenter interface showing create new leave request]

Note: the range for the start and end date cannot exceed 1 year.
Hover your mouse over the options listed in the Reason drop down to see a description of when to use that option:

5. Click Continue to additional questions at the bottom of the page:

Note: to cancel the request, click Discard request at the bottom of the page.
6. Answer each question then select Continue to move to the next question:

For whom do you need to provide care?

- Spouse's Parent

Note: based on the reason selected, you may have to answer new or additional questions.

7. To change the reason for leave or edit a previous answer:
   a. Change reason for leave:
      Select Change responses to preliminary questions at the bottom of the page:
b. Edit a previous question:
   Click on the question and make any changes:

For whom do you need to provide care?
   Spouse's Parent

What is the name and contact information of the healthcare provider?
   Dr. Noah King
   541-555-5555

The person you will be caring for is
   neither a current nor past member of the U.S. military, including National Guard or Reserves

8. Once you have answered all the questions you’ll receive confirmation that the questionnaire is complete:

I certify that the answers to the questions above are true based on my knowledge and belief
   Yes

The questionnaire is complete! (You may edit any answer by clicking on it.)

Note: all questions must be completed to submit your request.
9. When you have finished answering all questions and/or making any necessary changes to your answers, select Submit Request at the bottom of the page:

![EmpCenter Create New Leave Request](image)

10. You’ll receive confirmation that the request was submitted:

![EmpCenter My Time Off - Your request has been submitted.](image)

11. Create a request for time off under “Absences for Vacation, Sick, and Other” for the dates on the protected leave request to indicate the type of leave you will be using during the protected leave (e.g., sick, vacation, leave without pay (LWOP), etc.).

See the appropriate EmpCenter User Guide for step-by-step instructions on requesting time off.
Next steps:
- The FMLA Case Manager will review your request.
- You will receive correspondence from the FMLA Case Manager based on the method selected in the questionnaire (e.g., email, mail, or interoffice mail).
- You must provide the required documentation by the specified deadlines as indicated in the correspondence you receive regarding your protect leave.

Viewing the Case

Once you have created a protected leave case you can view the details in EmpCenter at any time. If it has not been approved, you can edit the initial questions as well.

1. Select My Time Off from the Dashboard:

![EmpCenter Dashboard](image)

Note: your Dashboard view will depend on your policy profile and role within EmpCenter.

2. On the My Time Off Request List, select the leave from the list on the Current tab:

![EmpCenter My Time Off](image)

Note: Protected leave cases with a status of pending, approved, or open are listed on the Current tab. Protected leave cases with a status of cancelled, closed, or denied are listed on the Past tab.
3. All the information about the case, including the history, any comments entered, and documents attached is found in the Absence Case window:

Case Status Definitions:
- Approved – case has received final approval from the FMLA Case Manager.
- Cancelled – case has been cancelled by the employee or the FMLA Case Manager.
- Closed – case is permanently closed. No additional changes or actions can be made to the case.
- Denied – case has been denied by the FMLA Case Manager.
- Pending – case has been submitted and is waiting for FMLA Case Manager action. The employee is able to edit answers to the leave request while the case is still pending.
- Open – case has been reviewed by the FMLA case manager and received preliminary approval. The leave request can no longer be edited by the employee.
Editing a Pending Case

Once you have created a protected leave case in EmpCenter, you can edit the summary information (dates, contact information, or reason for leave) or answers to the case questions before it is reviewed by the FMLA Case Manager. The FMLA Case Manager will review the case within 5 days of submission.

1. To edit answers to the case questions prior to review by the FMLA Case Manager, open the case as outlined above then click on Edit Answers:

Note: if the case has been approved – even preliminarily – you will not be able to edit answers.
2. A new window will open with all of the questions for the case. Click on the question you would like to edit and make any necessary changes:

![Edit Answers to Questions](image)

3. After you have made all of your changes, select Apply Changes to save your answers and close the window:

![Apply Changes](image)
4. To change summary information, click on the edit icon next to the information you would like to change:

![Image of Case Manager Interface]

5. Make any necessary changes then select Apply Changes:

![Image of Case Date Range Edit]

**Adding Comments**

You can add comments – such as date of doctor’s appointments or date medical certificate was mailed – to an open, approved, or pending case.

1. After opening the case as outlined above, select Add Comment:

![Image of Add Comment in Case Manager Interface]
2. Enter the comments then click Add Comment:

Attaching Documents
You can attach documents to an open, approved, or pending case. Documents may be required to help establish eligibility for leave.

1. After opening the case as outlined above, select Upload New File…:
2. Click on the Browse icon to open the documents window.

3. Select the file then click Open:

Note: files are limited to a maximum size of 10 megabytes (MB).
4. If needed, change the description of the file (it will default to the name of the file) and enter any comments then click Upload Document:

You will see the file in the case window:

Note: to view a document – or save it to your computer – simply click on the description link.
Cancelling the Case

If the case is still pending, you can cancel the request. If the case has already been approved, contact the FMLA Case Manager and request they cancel the case.

1. After opening the case as outlined above, select Cancel Request:

![Image of Absence Case 101](image1.png)

2. Enter notes for the FMLA Case Manager about why you are cancelling the request then select Cancel:

![Image of Cancel Request](image2.png)

3. Be sure to cancel any corresponding time off requests. See the appropriate EmpCenter User Guide for instructions on how to cancel a time off request.
Requesting Time Off for Existing Intermittent Protected Leave Case

When you submit a request for protected leave, you will also need to submit a request for time off under “Absences for Vacation, Sick, and Other” to indicate how you will be paid during your protected leave (e.g., sick, vacation, leave without pay (LWOP), etc.)

If your protected leave is intermittent you are able to attach the time off request(s) to the case. You can also attach the case number directly on the timesheet to the leave pay code that was used for protected leave.

Time Off Request – Intermittent Leave

If you have an approved intermittent protected leave case, you are able to attach any time off request entered in EmpCenter to that case.

1. After selecting My Time Off from the Dashboard and Create New Request, EmpCenter will prompt you to select whether the request is for an approved protected leave case or for another reason:

   ![Time Off Request Interface]

   Note: if you are requesting leave for a different reason, select I need time off for something else.

2. Enter the leave request as usual. You will see the Case Number attached to the leave request:

   ![Create Time Off Request Interface]
Note: see the appropriate EmpCenter User Guide for your policy profile for details on entering a time off request, modifying hours or pay codes, and cancelling requests.

**Timesheet – Intermittent Protected Leave**

If you did not use the time off request process or did not associate the time off request with your intermittent protected leave case, you can enter the leave taken directly on your timesheet and/or associate the leave with an open case.

1. Select Enter My Hours on the Dashboard to access your timesheet:

Note: your Dashboard view will depend on your policy profile and role within EmpCenter.
2. If you did not use the time off request process, you must first enter the leave time on your timesheet. Select the pay code and enter hours as usual for the day you took leave:

![EmpCenter Timesheet](image1)

Note: for more information about entering time on your timesheet see the appropriate EmpCenter User Guide or training for your policy profile.

3. In the Leave Case column, click on the arrow to select the leave case to associate with the time taken:

![EmpCenter Timesheet](image2)

4. Save your changes:

![EmpCenter Timesheet](image3)
Timesheet – Continuous Protected Leave

When you are on continuous protected leave, your timesheet will show Leave of Absence in the pay code field for the dates requested:

You will see the Leave of Absence pay code and the leave case number on your timesheet for each day of your leave.

If you did not complete a leave request to indicate how you will be paid while on protected leave using the “Absences for Vacation, Sick, and Other” leave request in EmpCenter, a yellow warning exception will display on the Exceptions tab:

To correct the yellow warning, select a pay code and enter hours as usual for the day(s) you took leave – DO NOT associate the leave with the protected leave case number, the Leave of Absence pay code on your timesheet is already recording the protected leave:

Note: for more information about entering time on your timesheet, see the appropriate EmpCenter User Guide for your policy profile.
Appendix A: Protected Leave Resources

OSU Office of Human Resources Family Medical Leave Act and Oregon Family Leave Act Information
http://oregonstate.edu/admin/hr/fmla.html

Federal Family and Medical Leave Act (FMLA)
hhttp://www.dol.gov/whd/fmla/index.htm

Oregon Family Leave Act Oregon Act (OFLA)
http://oregonstate.edu/admin/hr/sites/default/files/ercc/fmla/OFLA-notice.pdf

Short Term Disability

Worker’s Compensation Resources
http://oregonstate.edu/admin/hr/benefits/wc.html

OUS/SEIU Collective Bargaining Agreement

Authorized Use of Sick Leave Plan for Academic Personnel OAR 580-021-0040
http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_580/580_021.html