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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://hr.oregonstate.edu/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 as well as OSU policy.

See the OHR FMLA website at http://hr.oregonstate.edu/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 time off 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 and benefit 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 and benefit 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.
- Graduate Family Medical Leave – an OSU policy that allows eligible graduate assistants on a current assistantship up to 12 weeks of continuous leave from their appointment for specified family and medical reasons. OSU will continue to pay for graduate health insurance during the leave period.
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:

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

2. Click Create New Request:
3. Select Continue under “Absences for FMLA, OFLA, and Military Leave”:

![EmpCenter interface](image)

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, if possible, or as soon as you learn of your need for leave.

![EmpCenter interface](image)

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:

After entering the leave dates and selecting a leave reason, 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.
5. Answer each question then select Continue to move to the next question:

Based on the reason selected in the previous step, EmpCenter will ask a series of questions. Answer each question then click Continue.

Note: the questions you see will depend on the reason for leave selected and your answers to the previous questions.

6. At any time before you submit your request, you can change the reason for leave, dates of leave, or answers to a previous answer:

a. Change reason for leave/dates:
   Select Change responses to preliminary questions at the bottom of the page:

   Note: if you change the reason for leave, you may have to answer new or additional questions.
b. Edit a previous question:
   Click on the pencil icon next to the question and make any changes:

   ![EmpCenter screenshot](image)

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

   ![EmpCenter screenshot](image)

   Note: all questions must be completed to submit your request.
8. 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:

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

10. 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 or the time off request FAQ 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 is found in Absence Case Window – including the history, any comments entered, and all documents attached to the case:

![Absence Case Window](image)

**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 closed. Case can be reopened by FMLA Case Manager if needed/appropriate.
- **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:

![Image of EmpCenter interface showing a pending case and the option to 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]

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

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

![Image of case summary information with edit icon highlighted]

- **Reason**: I need time off because of someone else's health condition
- **Use Paid Time**: Required
- **Person Affected**: Parent
- **Contact**: s.permann@email.com

5. Make any necessary changes then select Apply Changes:

![Images of case date range edit with start and end dates highlighted]

Note: the process is the same to change the reason or contact details.

**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 case manager tasks with add comment button highlighted]
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.

![Upload Document](image)

3. Select the file then click Open:

![File Upload](image)

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 to request a cancellation.

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

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

3. Be sure to cancel any corresponding time off requests. See the appropriate EmpCenter User Guide or cancel time off request FAQ for instructions on how to cancel a leave requests.
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. If you enter leave directly on the timesheet, you can attach the case number to the leave pay code that was used for the 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:

   ![EmpCenter screenshot](image)

   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:

   ![EmpCenter screenshot](image)
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:

![EmpCenter Dashboard screenshot](image)

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 screenshot](image)

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:

4. Save your changes:
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:

![Timesheet Image]

You will see the Leave of Absence pay code and case number on the 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:

![Exceptions Image]

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:

![Timesheet Image]

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://hr.oregonstate.edu/benefits/fmla

Federal Family and Medical Leave Act (FMLA)

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

Short Term Disability
https://www.oregon.gov/oha/pebb/Pages/Short-Term-Disability.aspx

Worker’s Compensation Resources
http://risk.oregonstate.edu/workerscomp

OUS/SEIU Collective Bargaining Agreement
https://usse-oregon.org/sites/default/files/uploadedFiles/11302015/2015-17%20CBA%20Final%20w-revised%20cover.pdf

Leave Policies
http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/leave_admin_pol.pdf