

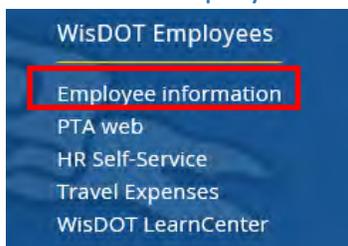
# How to Submit an Employee Request under the Family and Medical Leave Act (FMLA) – Employees or Someone on Behalf of the Employee



**Note to Employee:** All requests for FMLA must be submitted as promptly as possible after you become aware of a need for leave. Failure to notify your employer in a timely manner according to agency procedures may result in a delay in the processing of your FMLA. Until your FMLA is approved or denied, you must continue to follow your work unit’s existing attendance policy and call-in procedures.

## Step 1: Access online FMLA Request Application.

- Go to the “Employee information” page found on the [Wisconsin dot.gov](http://Wisconsin.gov) home page.



- Then find the “FMLA Request” section and click on “Access FMLA Request Application” link.

FMLA Request

[Access FMLA Request Application](#) using your first name, last name, date of birth and Wisconsin employee ID.

[FMLA Request Job Aid](#)

## Step 2: Login to the FMLA Request Application

The electronic FMLA Leave Request form should be submitted by the employee, whenever medically able. If the employee is medically unable to complete this leave request form, a supervisor, friend or family member, medical coordinator, or payroll & benefits specialist may submit the request on the employee’s behalf. The employee will be required to electronically sign this form, when medically able.

- Enter the employee name, date of birth, and employee ID number (found in PeopleSoft) and click “Submit.”

Please complete the WisDOT employee details to enter the FMLA Request application

First Name

Last Name

Date Of Birth  
MM/DD/YYYY

Employee ID

Verify Employee ID

Please complete this challenge

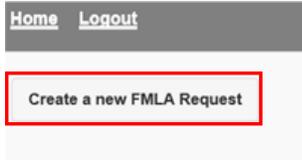
I'm not a robot

Submit

### Step 3: Submit an FMLA Request

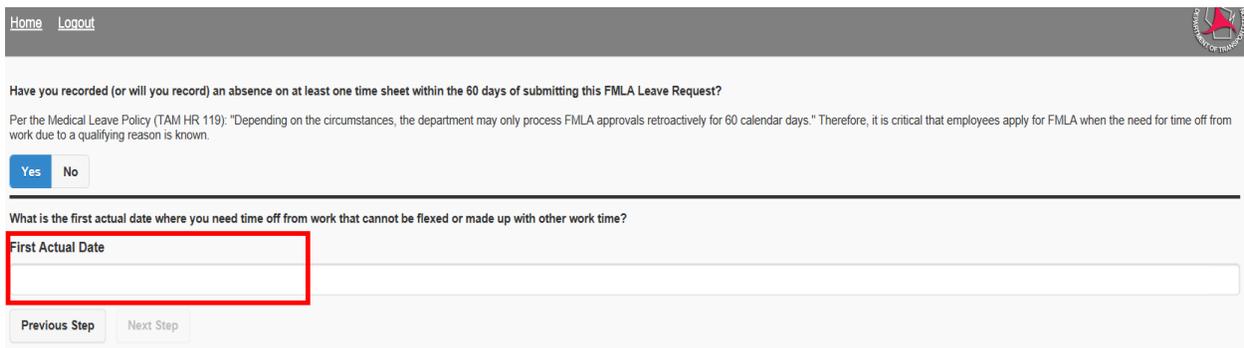
The electronic FMLA application will guide the user through a series of questions based on the type of leave being requested. All screen shots within the system are not shown on this job aid.

- Click on “Create a new FMLA Request”:



- Enter first date of leave from work (that cannot be made up or flexed):

Note: WisDOT always establishes the first date of leave before determining FMLA Eligibility.



- Enter the type of leave anticipated for absences:

**Only one option can be selected.** Employees will need to report actual hours of leave taken for FMLA purposes on their time sheet in PeopleSoft. If employees are medically unable to do this on their own, supervisors and payroll & benefits specialists can help.



## Select type of time off work being requested:

Note: Employee must select at least one type but can select all three types, if applicable.

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What type of time off from work are you requesting?

- Continuous leave: A block of time off from work
- Reduced Schedule leave: A predictable schedule and reducing the number of hours worked per week
- Intermittent leave: Time off from work at irregular intervals due to an actual necessity

You must mark at least one type of leave. You may request continuous, reduced schedule, and/or intermittent leave. You may mark all three categories, if they apply to your situation. All types of leave requests must be supported by the appropriate individual completing the employer-issued Certification forms.

Continuous

Reduced Schedule

Intermittent

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- Review summary of what was entered. If anything needs to be revised, click “Back.” If everything is correct, click “Next”:

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Here are the details for your FMLA Leave Request. Please review them before proceeding to the "Submit Request" page.

You have been provided links and encouraged to read the Wisconsin FMLA and Federal FMLA General Notices so you understand your basic rights and responsibilities under these laws. If you have additional questions, contact your assigned Medical Coordinator.

- Employee Name: REBECCA ENGLISH
- User Completing Form: Employee (for self)
- Name Completing Form: REBECCA ENGLISH
- First Date Off: 11/14/2017
- Reason for Leave: Employee's own serious health condition (For surgery and/or recovery)
- Relationship to Employee: Self
- Paid/Unpaid Leave: Earned paid leave for all absences
- Type of Leave Schedule: Continuous
- Contact: No contact requested

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- Review Employee Acknowledgement information and submit request:

Note: this page will show regardless of who is submitting the form. The employee (or person entering request on employee's behalf) must acknowledge the three statements.

[Home](#) [Logout](#)

It is important to realize that submission of an FMLA Employee Request form does not mean that your request is or will be approved.

Once your FMLA Employee Request form is submitted, your assigned Payroll and Benefits Specialist will have five (5) business days to inform you of your FMLA eligibility, rights and responsibilities. If eligible for FMLA, the appropriate employer-issued Certification forms will be included in an email communication from your assigned Payroll and Benefits Specialist.

In all cases, it is your responsibility to ensure that supporting documentation for your FMLA request is submitted in a timely manner to your assigned Medical Coordinator in the Bureau of Human Resource Services.

Once the assigned Medical Coordinator has confirmed your first date of leave and receives complete and sufficient documentation supporting your need for FMLA related leave, a decision will be made about approving or denying your right to job-protected leave under the FMLA regulations.

While you wait for a decision from the Medical Coordinator, it is imperative that you follow all usual and customary call in procedures and time off request procedures required by your supervisor and to keep track of absences related to this FMLA request.

Please read and acknowledge the statement below. You can then click the "Submit" button to submit your FMLA request for processing.

Warning: You cannot go back after submitting the request if it is successful.

Please use the "Back" button now if you would like to make any changes to your request.

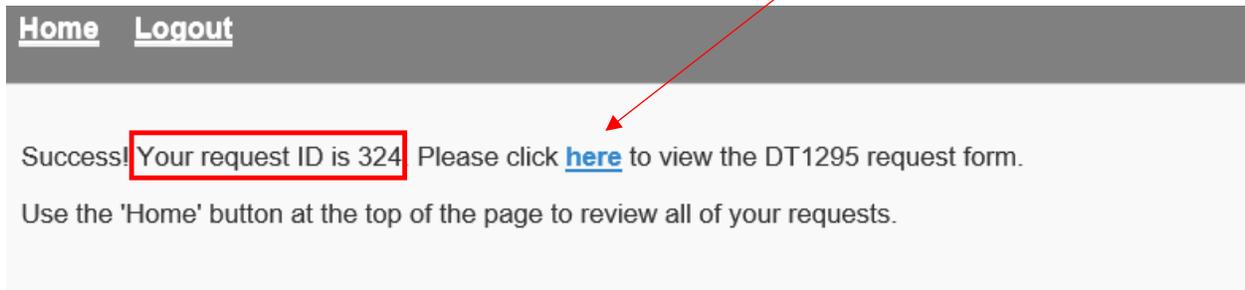
Employee Acknowledgement:

1. I understand that if my leave is approved, my time away from work will be charged against my leave entitlement under the Wisconsin FMLA and/or Federal FMLA regulations.
2. I understand that if I am requesting Wisconsin FMLA and/or Federal FMLA leave, I must submit the appropriate employer-issued Certification forms, completed by the appropriate individual, to confirm the need for my leave.
3. I acknowledge that the information provided in all sections of this form is true.

I acknowledge the items in the "Employee Acknowledgement"

[Previous Step](#) [Submit](#)

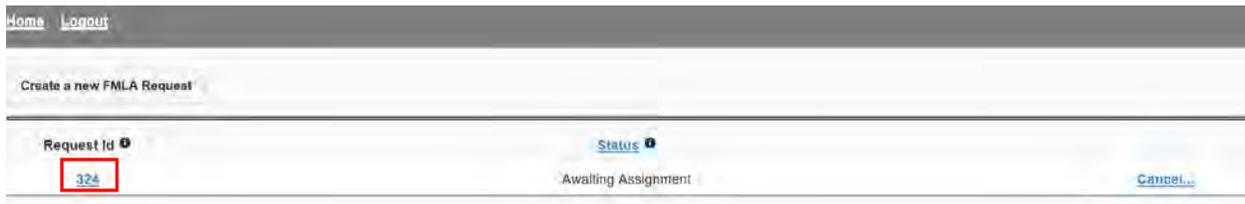
- Make sure the FMLA Request is successfully submitted and make note of the request ID: Once the FMLA Request is submitted, an electronic WisDOT FMLA Employee Request form (DT1295) will be generated. If you would like to see the Request form you can click “here”.



Step 4: Access employee “Home” dashboard page to monitor the status of the FMLA Employee Leave Request as it progresses through various stages of review and approval (or denial) process.

By clicking on the Request ID number, a panel will pop up showing a summary of the leave request and any FMLA forms processed within the system.

Note: This individual employee dashboard is secure and accessible through the internet.



The dashboards will provide updates as the FMLA application moves through the review and approval (or denial) process. Some status fields refer to:

- Awaiting assignment
- Request in Review
- Certification in Review
- Designation Notice in Review
- Designation Notice uploaded (approval or denial)
- Return to work authorization received
- Closed Request

Employees can cancel a request only while “Awaiting Assignment.” If there is a change in circumstance and FMLA is no longer needed after the request is in review the employee must contact [DOTFMLA@dot.wi.gov](mailto:DOTFMLA@dot.wi.gov) to communicate with one of the assigned medical coordinators.

Note: Supervisors will have their own dashboard and will be able to see all employees with FMLA leave requests in their respective work units.

*If you have additional questions that cannot be answered by the employee’s supervisor or assigned payroll & benefits specialist, please contact the WisDOT FMLA Team at [DOTFMLA@dot.wi.gov](mailto:DOTFMLA@dot.wi.gov). Thank you.*