



Request FMLA Leave: All Employees

FMLA is a federal law that provides employees the right to take a leave of absence (up to 12 weeks) for personal or family medical reasons and leave for qualifying military exigencies or military caregiver while maintaining job protection. Examples of reasons an employee might apply for FMLA include the birth, adoption, or fostering of a child to recover from surgery or for an illness (e.g., cancer, diabetes). More information about FMLA requirements at VUMC can be found [here](#). Follow the steps below to initiate an FMLA Leave Request within Workday.

From the Workday Homepage:

1. Select **Menu**.
2. Select **Help**.
3. On the bottom of the page, select **Create Case**.
4. Select the drop down menu in **Case Type** and select a type under **Medical Leave Request**, then enter **Case Title**, and **detailed description** including any supporting document(s) you may have, then select **Add Required Details**.
5. Enter the **Date you need leave to begin** and then identify **What type of leave**. Select **OK**.
6. Select **Create Case** for submission. The case will now route to the FMLA team for approval.

Types of Leave

- Continuous Leave**—Leave taken as a single extended period of time, generally more than 3 days for a qualifying reason.
- Intermittent Leave**—Leave taken in blocks of time for a single qualifying reason where the employee is generally working between blocks of time missed.
- Both**—Intermittent and Continuous Leave are needed for a single qualifying reason.

QUESTIONS?

Please email BusinessEducation@vumc.org.