



Enterprise FMLA & Medical Leave System Manager Quick Guide



INITIATING FMLA/MEDICAL LEAVE REQUESTS

Employees who need to request a medical leave of absence should submit the request online through the Enterprise Family Medical Leave Act (FMLA) System (see the [Employee Quick Guide](#) for instructions).

Keep in mind that it is the employer's responsibility to designate leave as FMLA-qualifying, when eligible. If an employee does not initiate the process themselves, you will need to follow up directly with a Medical Coordinator and/or Human Resources.

HOW TO VIEW STAFF REQUESTS

As a manager, you will have access to review all active medical leave requests for your direct reports in the STAR HCM System (PeopleSoft).

1. Log in to the Medical Leave and FMLA Request Application at <https://fmla.wi.gov> with your **IAM username** and **password** (*this is the same log in and password that you use for the STAR HCM/PeopleSoft*). Click **Sign In**.

2. Click on the **Medical Leave & FMLA Request** link. There are also several links on the page for FMLA-related resources.

3. You will be brought to the **My FMLA Requests** page. Click on the **Staff FMLA Requests** button at the upper left of the page.

Note: Click New Request to begin the FMLA request process. If entering an FMLA request on be Your session will time out due to inactivity longer than 15 minutes.

You will then be taken to the **My Staff Requests** page.

4. On the **My Staff Requests** page you will be able to review information specific to each request including:
 - Employee Name
 - Assigned Coordinator
 - Request Status
 - Leave Type – Block, Intermittent, or Both
 - Reason for Leave - Employee Illness, Family Illness, Birth, etc.
 - FMLA/WFMLA Eligible – Leave may still be approved even if these fields indicate “No”.
 - Awaiting Return-to-Work Documentation
 - Work Restrictions Apply (yes or no)



Enterprise FMLA & Medical Leave System Manager Quick Guide



- Next Follow-up Appointment Date
- Beginning and End Dates
- Frequency Duration – How often (frequency) and how long (duration) for intermittent leave requests/approvals

5. You can sort, filter and export data to Excel from **My Staff Requests**.

[Back to Home](#)

My Staff Requests

Export to Excel

Employee Name Assigned Coordinator Request Status Leave Type

NOTIFICATIONS

You will receive system-generated emails and/or emails from the assigned coordinator in relation to request submissions and status.

MONITORING LEAVE

- Discuss scheduling expectations and call-in procedures with the employee:
 - Employees are required to follow established call-in procedures until receiving notice of approval for their FMLA/medical leave of absence request.
 - Once approved, employees on a continuous/block medical leave of absence are not required to call-in daily. Employees on approved intermittent leave must continue to follow established call-in procedures.
 - Employees should try to schedule appointments and treatments so as to not unduly disrupt operations.
- Use the information on the **My Staff Requests** page to monitor FMLA usage and accurate reporting on timesheets.
- At times, you may need to complete employee timesheets in the event of unexpected absences. Instructions are in the [Employee Quick Guide](#).
- Contact the assigned coordinator if any potential patterns of absenteeism or misuse of FMLA are noticed. Do not deny medical-related leave requests unless you have consulted with the assigned coordinator.

- Verify with the assigned coordinator that a Work Release has been received prior to the employee returning to work in any capacity from a continuous/block leave for their own serious health condition.

THINGS TO THINK ABOUT

- **FMLA leave cannot be considered in Performance Evaluations.**
- FMLA is time sensitive. Communicate with Human Resources/a Medical Coordinator when you become aware of an employee's need for medically related leave.
- An employee does not need to specifically state they need FMLA. Watch out for the following:
 - Frequent Sick Leave, In Lieu of Sick Leave and/or Leave Without Pay usage.
 - Comments made by the employee regarding possible medical conditions (for themselves or family member).
 - If a family member reaches out regarding an employee's medical condition.
- Maintain employee's privacy and confidentiality.
- Fair and consistent treatment to all employees.

LET'S TALK FMLA (WITH STAFF)

Even though FMLA is confidential in nature, that doesn't mean when an employee calls in under FMLA that you can't ask additional questions.

- You can ask the reason the employee cannot come to work
 - Have you previously taken leave for this reason?
 - Is this for yourself or Family Member?
 - Treatment or unplanned absence?
- Does the employee plan to use paid or unpaid leave?
- When does the employee expect to return to work?

RESOURCES

- [FMLA Toolkit](#)
- [PeopleSoft Absence Management Job Aid](#)