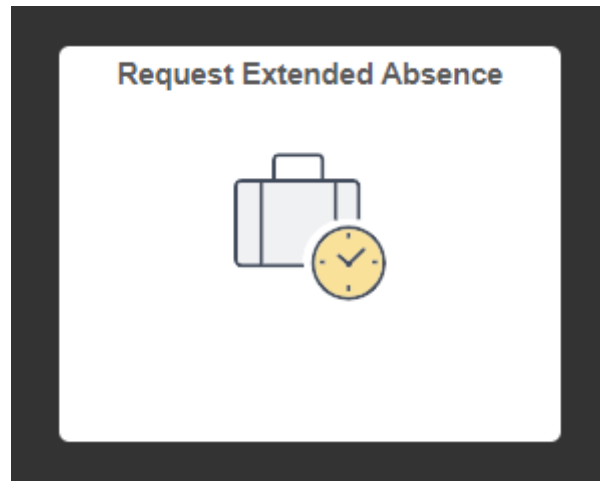# Employee's Guide for Requesting Family Medical Leave (FML) or Family Illness Leave (FIL)

➢ **Log in to MyPack Portal**
➢ **Select the WolfTime Tile**

Select the "Request Extended Absence" tile

NC STATE UNIVERSITY

Click the plus sign to began the request process

WolfTime   Extended Absence Request

Manage Extended Absence

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.

[+]

The Extended Absence Request page is broken down into four sections

**1.	Absence Information**
- ○ **Enter in dates for request**
- ○ **Comment**

Select Save
Select Next

⊗ Exit

Extended Absence Request

Absence Name FMLA Continuous EA
Absence Type FML Continuous
Status New

1	Absence Information Visited
2	FMLA Eligibility Not Started
3	Attachments and Notes Not Started
4	Review and Submit Not Started

Step 1 of 4: Absence Information

*Start Date 04/15/2021

*Expected Return Date

Actual Return Date

*Absence Reason Select Absence Reason ⌄

Current Balance

Comments

| Care for Child |
| Care for Parent |
| Care for Spouse |
| Childbirth or Adoption |
| FFCRA - Care for child |
| Military |
| Personal Illness or Injury |
| **Select Absence Reason** |

2. FMLA Eligibility

- This page will show the FMLA eligibility and hours.
- Even if "FML Eligible" is No, the submission can still be completed
- In the comments section note any reasons the FMLA eligibility should be overridden. Ex. Prior eligible employment as a temp or permanent employee at another state agency.
- Select Next

▼ Extended Absence Section

Date Change Will Take Effect 11/16/2020

Sequence 0

Payroll Status Active

Effective Date 11/16/2020

Empl ID	001115674	**Empl Record**	0.000000
FMLA Eligible	Yes	**Override Eligibility**	No
Leave Taken	0.000000	**FMLA Balances**	160
Earned Hours	1384.000000	**Service Weeks**	250.000000
State Earned Hours Elig	Yes	**State Service Weeks Elig**	Yes

▼ Comments

Comments

3.   Attachments and Notes

- Select Add Attachment
- Find saved document on device
- Select Open
- Select Upload
  - formats: PDF, JPEG, PNG, Text, *no Word files
- Select Done
- Select Save
- Select Next

What forms are required when requesting leave?

Employee

Family Member

Military Member

Covered Service Member

Veteran Member

> Certification of Healthcare Provider for Employee's Serious Health Condition
> Certification of Healthcare Provider for Family Member's Serious Health
> Certification of Qualifying Exigency for Military Family Leave
> Certification of Serious Injury or Illness of Covered Servicemember for Military Family
> Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

https://benefits.hr.ncsu.edu/family-and-medical-leave/

4. Review and Submit

- Review dates and reason
- Select FMLA Eligibility
  - Confirm comments, if entered
- Select Submit

View FML/FIL Submission

- Select Request Extended Absence
- Previously submitted entries will show in a list
- Status column will show if saved, submitted, approved, or denied
- Select entry to review
- Select View Attachments to review previously submitted attachments

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Manage Extended Absence

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.

Extended Absence Request

Absence Name ⬦	Absence Reason ⬦	Start Date ⬦	Expected Return Date ⬦	Status ⬦	Source ⬦	Absence Request Exists
FMLA Continuous EA	Personal Illness or Injury	04/12/2021	05/07/2021	Approved	Employee Extended Absence	Yes

Submit Subsequent Leave Request

- Once the initial request has been approved, subsequent takes can be submitted through WolfTime

- Select Request Absence

- Select Include FML/FIL/Workers Comp Absences (YES)

- Absence Name: FML/FIL
- Absence Reason: Match reason to FML/FIL submission absence reason
- Start Date and End Date
  - Dates within range of leave request
  - One week at a time
- Select View Eligibility and Forecast
- Select Submit

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Request Absence

Submit **Save for Later**

Yes ⬤ Include FML/FIL/Workers Comp Absences

*Absence Name: Approved FMLA - Use Sick ▾

*Reason: Continuous FMLA ▾

*Start Date: 04/21/2021 📅

End Date: 04/28/2021 📅

Supervisor Name: Laura Severin

Additional Information

Total Hours Taken: [   ]

View Eligibility and Forecast   View Eligibility Details

| Enter Minutes as portion of an Hour |
| 15 Minutes = .25 Hours |
| 30 Minutes = .50 Hours |
| 45 Minutes = .75 Hours |

Forecasting has completed with no errors. Date Time: April 16,2021 at 08:03

Comments: [   ]

Balance Information

As Of 04/30/2021 0.00 Hours**

| View Balances | > |
| View Requests | > |

Disclaimer The current balance does not reflect absences that have not been processed.

NCSU Leave Programs

Additional Resources

- Family Medical Leave
  https://benefits.hr.ncsu.edu/family-and-medical-leave/

- Family Illness Leave
  https://benefits.hr.ncsu.edu/family-illness-leave/