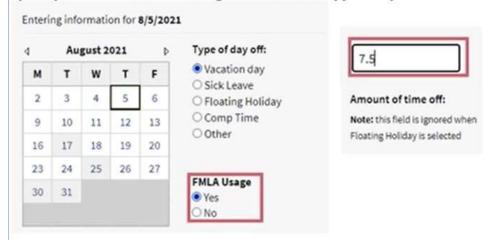
Academic Professional, Exempt Civil Service, and Faculty FMLA Timesheet Guide

FMLA Usage

Employees with an approved FMLA event must designate FMLA absences in the application. This leave must be reported in 15-minute increments. When FMLA status is enabled in the application by HR, you will see the FMLA Usage section under "Type of day off".



When you indicate Yes under the FMLA Usage section, the submission will include FMLA under the Notes section of the Reporting Activity section:



If you do not see the option to select yes for FMLA usage please contact Library HR library.illinois.edu.