

Medical Leave Request Process

The purpose of this checklist and form is to request leave for a medical or family reason. The Family Medical Leave Act (FMLA) entitles eligible employees, of covered employers, to take up to 12 weeks of unpaid, job protected leave per year, for specified family and medical reasons. Human Resources will discuss with the teammate FMLA eligibility and options for leave usage.

Step 1: Teammate completes the Medical Leave Request Form.

Step 2: Teammate submits the Medical Leave Request Form to Human Resources Shared Services (‘HRSS’) via the Workday Help Center.

- A. Navigate to the EWC (found [here](#) or at link.nebraska.gov)
- B. Click on ‘Menu’ in the upper-left corner.
- C. Click on ‘Help.’
- D. Click on ‘Create Case’ at the bottom of the page.
- E. Select Case Type: ‘Family and Medical Leave/Leave of Absence’ from the drop-down menu.

Step 3: HRSS sends the teammate FMLA eligibility determination.

Step 4: HRSS sends teammate applicable forms to request required medical information is needed, and instructions for next steps in the process.

Step 5: HRSS receives the required medical documentation.

Step 6: HRSS determines if the reason for leave is FMLA-Qualifying based on the medical information provided*.

Step 7: HRSS sends FMLA eligibility determination.

- If approved – HRSS sends teammate and supervisor directions for the leave period
- If not approved – HRSS sends teammate and supervisor reason for denial and other potential options

Step 8: At the conclusion of the leave period, teammate provides HRSS with a medical release to work note (if applicable).

*Specific conditions may entitle the teammate to requesting Catastrophic or Maternity Leave Donations. HRSS will determine if the teammate meets the criteria to request donations.