

# Committing Intermittent FMLA Leave Time (Supervisor & Manager)

## Purpose

A manager can access the "Add Leave Time" action button from an employee's schedule to enter *intermittent* leave time for an open leave case in the current pay period ONLY.

**Example** - An employee has a physical therapy appointment to attend after injuring their shoulder off work.

An employee with an open intermittent leave case requests 8 hours of leave time on the first Monday of next month for physical therapy. The employee's shift starts at 8:00 AM. From the schedule you want to right-click on the date and select "Add Leave Time" to enter and commit the intermittent leave time.

## Steps

1. Go to the employee's schedule, "right-click" on the date you need to enter FMLA leave, and select "Add Leave Time".

**For HAS TeleStaff Employees only:** Go to the employees **Timecard**, under the **Pay Code** column, right-click and select "Add Leave Time".

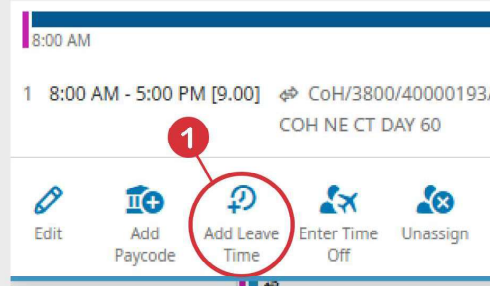
2. Under Case Code, select the appropriate FMLA case from the drop-down menu and enter the start time the FMLA hours need to begin.
3. Under the Amount Paid & Amount Tracking boxes, enter the amount of FMLA hours the employee needs to use.  
**\*Both amounts should match\***
4. Make sure "Override Shift" is checked, then select Whole shift or Partial Shift.
5. Click "Apply"

You should see the change immediately after refreshing the schedule. You can also verify on the employee's **Timecard**

**Note:** If the employee is using less than a full day of FMLA time, enter the time the employee left and make sure "Partial Shift" is selected.

"Whole Shift" & "Partial Shift" time entries must be performed separately.

**Evening, Night Shift, & Non-Exempt Employees** - Please **do not** Override Shift when using the "Whole Shift" option.



**Add Leave Time**

ANDREW  
Job  
001159  
.../340005000

Effective Date  
2/24/2025

Case Code \*  
SELF-1

Start Time \*  
8:00 AM

Amount Paid (hh.mm) \*  
8.00

Amount Tracking (hh.mm) \*  
8.00

Override Shift  
 Whole Shift  Partial Shift

Create Open Shift  
(Leave this option unchecked)

Transfer  
[Dropdown]

Comments [0] [Add Comment](#)

Cancel **Apply**

\*Override Shift for Exempt Employees Only