Purpose: The purpose of this document is to assist managers with the process of approving and submitting a salaried employee’s electronic paid time off (PTO) request.

For Questions Contact: Employee Service Center (ESC), 740.593.1636, uhr@ohio.edu.

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**ORACLE ABSENCE MANAGEMENT MODULE**

The *Absence Management* module enables employees paid on a salaried semi-monthly basis to submit work absence-related information electronically in *My Personal Information* (MPI).

**NOTE:** Employees paid on an hourly bi-weekly basis track their absences in *Workforce* and will not use the *Absence Management* module in MPI to track their absences.

**OU Manager Self-Service**

*OU Manager Self-Service > Absence Management: Manager Role* is necessary for a supervisor to view an employee’s paid time off (PTO) accrual balances. Additionally, you may enter, update, and confirm a PTO request on behalf of an employee on your team.

**ATTN: MY PERSONAL INFORMATION IS A RESPONSIBILITY WITHIN ORACLE E-BUSINESS SUITE. AS A RESULT, YOU MAY LOG IN TO EITHER TO ACCESS ABSENCE MANAGEMENT.**

Log in to My Personal Information: OU Manager Self-Service

1. Visit: [https://www.ohio.edu/ebiz/ebiz.html](https://www.ohio.edu/ebiz/ebiz.html)

2. Click *My Personal Information*.

3. Enter your *OHIO ID* and *Password* and click *Login*.

4. Complete your *Multi Factor Authentication*.

5. Click the + to expand your *My Personal Information* folder.
6. Click the + to expand your **OU Manager Self Service** folder.

7. Click **Absence Management: Manager Role**.
ORACLE NOTIFICATIONS

Take Action via Notification

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request.

The notification will include Employee Information, Absence Details, information regarding Accrual Balances, and the request’s Action History.

1. In the auto-email notification, click one of the following options:

- **Return For Correction** (link) – To return the request to the employee, so they can modify the details and resubmit
- **Approve** – Acceptance of the request; agreement
- **Reject** – Refusal of the request; to deny
- **Request Information** – To request additional information. This should not include any inquiry regarding medical conditions, diagnoses, or treatments.
2. An email message will open. To include a Note with your response, click the insertion point in between the single quotation marks. Enter your Comment text and click Send. NOTE: Do not reformat the message or remove the NID# at the bottom.
Action: 'Approve'

Comments From Last Approver

Note: 

To include a Note with your action, click the insertion point in between the single quotation marks. Enter your note text and click the Send button. Do not reformat the message or remove the NID# at the bottom.

NID[769566/336466694712715608132285523733874120079@WFMAIL]

WARNING: DO NOT REFORMAT THE MESSAGE OR REMOVE THE NID#.
Notification Preferences
Modify Preferences

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request.

WARNING: IT IS RECOMMENDED THAT YOU MAINTAIN THE DEFAULT SETTING TO RECEIVE INDIVIDUAL NOTIFICATIONS.

2. Click the + to expand your My Personal Information folder.
3. Click the Preferences link (top right).
4. The default setting is HTML Mail. WARNING: If you choose to receive email notifications in an alternate format, you will not be able to take action for individual requests via email notification. To receive email notifications in an alternate, under Notifications, select the desired option. NOTE: This is a global setting for all Oracle worklist notices, not just Absence Management.
5. Click Apply.
6. Click Home.
Michael F. Davis
214 N. Goodwin
West Lafayette, IN 47907

2. Under Worklist, review the Notifications displayed or click Full List.

3. In the View field, click the down arrow and select the desired option.

4. Under Worklist, click the Subject link for the desired Notification or click the checkbox next to the desired Notification and click the Open button.
5. If action has already been taken for this request, an error message will display.

**Warning**

You cannot perform an action because the notification is closed.
ADD A CALENDAR ITEM FROM A WORKFLOW NOTIFICATION TO YOUR OUTLOOK CALENDAR

Add a Calendar Item from a Workflow Notification

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request. The email notification will include an Outlook calendar item attachment. You may choose to add this item to your calendar to serve as a reminder.

- The system will attach an .ics calendar item to the notification each time a request (new or updated) is submitted.
- The system cannot remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.
- The subject line of the calendar event will be “FirstName_LastName.ics”

1. To add the event to your calendar, in the auto-email notification, double-click the attachment. The following window will display.

![Microsoft Outlook dialog box for adding an Internet Calendar]

2. Click Yes.
3. The event will display in Outlook. In Outlook’s toolbar, click the Save & Close button.

The event will display on the appropriate date - in the All Day Event area - at the top of your Outlook calendar.
Add a Calendar Item from a Request in Your Worklist

When an employee on your team submits a paid time off (PTO) request, you may take action on the request in your Worklist. Each request will include an Outlook calendar item attachment. You may choose to add this item to your calendar to serve as a reminder.

- The system will include an .ics calendar item each time a request (new or updated) is submitted.
- The system cannot remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.
- The subject line of the calendar event attachment will be “FirstName_LastName.ics”

1. Under Worklist, click the Subject link for the desired Notification or click the checkbox next to the desired Notification and click the Open button.

2. In the request, next to Attachments, click the FirstName_LastName.ics link. A window will display asking if you want to open or save the .ics file.
3. Click **Open**. The event will display in Outlook. In Outlook’s toolbar, click the **Save & Close** button.

The event will display on the appropriate date - in the **All Day Event** area - at the top of your Outlook calendar.

**REMINDER:** The system **CANNOT** remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.

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**RESPOND TO A REQUEST FOR PAID TIME OFF**

**Respond in a Timely Manner**

Supervisors should respond to a paid time off (PTO) request within 7 calendar days, so that employees’ leave balances reflect their actual PTO usage.

When an employee on your team enters a request for absence, the system will send the **First Level Supervisor** an auto-email notification. The **First Level Supervisor** has 7 calendar days to respond. If the **First Level Supervisor** does not respond, a second notice is emailed to the **First Level Supervisor**. Again, the **First Level Supervisor** has 7 calendar days to respond. On the 14th calendar day, if the **First Level Supervisor** has not responded, the notice to the **First Level Supervisor** is cancelled. When the notice is cancelled, the **First Level Supervisor** may no longer respond to the request; it escalates to the **Second Level Supervisor**.

**ATTN: WEEKENDS ARE INCLUDED IN CALENDAR DAYS.**

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**WARNING: NOTIFICATIONS WILL CONTINUE TO ESCALATE UP THE CHAIN OF COMMAND UNTIL THE NOTICE IS ADDRESSED.**

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1. Log in to **My Personal Information** (MPI).
2. Under **Worklist**, click the **Subject** link for the desired **Notification**.
3. Review the request.
4. Click one of the following options:
   - **Approve** – Acceptance of the request; agreement
   - **Reject** – Refusal of the request; to deny
   - **Delegate** – To reassign the individual PTO request notification to another OHIO employee to take action
   - **Request Information** – To request additional information. This should not include any inquiry regarding medical conditions, diagnoses, or treatments.

**RESPOND TO A REQUEST FOR UNPAID ABSENCE**

A supervisor may approve up to 5 days (40 hours) per year (52 rolling weeks) of unpaid absence for an employee. The employee must exhaust existing eligible leave accruals before requesting unpaid.

**ATTN: AN EMPLOYEE MUST EXHAUST EXISTING ELIGIBLE LEAVE ACCRUALS BEFORE REQUESTING UNPAID ABSENCE.**

Example: A new employee was recently hired. The employee had planned a vacation several months prior to his hire at OHIO. He communicated this when he was offered employment. His employment at OHIO has already begun and he does not have enough PTO leave accrued due to his recent job transition. As a result, since he discussed this previously with his supervisor and obtained prior approval, he will enter a request for 5 days (40 hours) of unpaid absence.
Paid Time Off (PTO): Absence Management OU Manager Self Service

Payroll runs approximately 5 working days prior to the pay date. As a result, a request for unpaid absence requires timeliness for payroll processing. A request for unpaid absence is at the discretion of the supervisor.

- To take unpaid time for a “sick” reason, the employee must have a zero balance for vacation, sick, and personal day accruals.
- To take unpaid time for “vacation” reasons, an employee is not permitted to use sick time for vacation, so they only need to have a zero balance for vacation and personal day accruals.

Any request falling outside of these boundaries should be discussed with UHR on a case-by-case basis and handled manually, as is done today (paper-based).

When an employee on your team enters a request for unpaid absence, the system will send the First Level Supervisor an auto-email notification. Due to the time sensitive nature of this request, the initial notification is also sent to the Payroll Department. The First Level Supervisor has 3 calendar days to respond. If the First Level Supervisor does not respond, a second notice is emailed to the First Level Supervisor. Again, the First Level Supervisor has 3 calendar days to respond. On the 6th calendar day, if the First Level Supervisor has not responded, the notice to the First Level Supervisor is cancelled. When the notice is cancelled, the First Level Supervisor may no longer respond to the request; it escalates to the Second Level Supervisor.

WARNING: PAYROLL ALSO RECEIVES THE INITIAL NOTIFICATION OF AN UNPAID REQUEST. IF THE FIRST LEVEL SUPERVISOR DOES NOT RESPOND TO A REQUEST FOR UNPAID ABSENCE, ON THE 6TH DAY THE REQUEST ESCALATES TO THE SECOND LEVEL SUPERVISOR.

VIEW AN EMPLOYEE’S ACCRUAL BALANCES

View Accrued Hours, Planned Hours, and Net Available

1. To view PTO accrual balances for an employee, click the + to expand your OU Manager Self-Service folder and click Absence Management: Manager Role. A list of the employees will display.

2. Under the Action column, click the Action icon for the desired employee. This will display the Absence Summary for the selected employee.

3. To view this employee’s PTO balances, click the PTO Balances tab, and click the + to expand Show Accrual Balances.

4. By default, accruals of PTO are displayed as of today’s date. To view projections of the employee’s PTO balances, in the Effective Date field, click the Calendar icon to select a future date and click Go.
Balances will be shown including accruals the employee will earn as of the last pay date prior to the Effective Date you entered. Any Planned Hours between now and the effective date will be subtracted and the remaining balance will display under Net Available.

**WARNING: THE PTO BALANCES DISPLAYED DO NOT INCLUDE ABSENCE REQUESTS THAT HAVE NOT BEEN APPROVED.**

A nightly process is run to recalculate PTO balances in the new fiscal year; therefore, the PTO balances displayed beyond July 1 will not be accurate, if you just approved the absence request today.

**ATTN: THERE ARE THREE COLUMNS: ACCRUED HOURS, PLANNED HOURS, AND NET AVAILABLE.**

**Definitions: Accrued Hours, Planned Hours, and Net Available**

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accrued Hours</strong></td>
<td>The total number of hours in each accrual bank (sick, personal, and vacation) as of today’s date; confirmed absences have already been subtracted.</td>
</tr>
<tr>
<td></td>
<td>Accrued Hours = Hours Accrued + (plus) Hours Carried Over (from previous year) - (minus) Confirmed Absences</td>
</tr>
<tr>
<td><strong>Planned Hours</strong></td>
<td>Manager approved planned time off</td>
</tr>
<tr>
<td><strong>Net Available</strong></td>
<td>Net Available = Accrued Hours - (minus) Planned Hours</td>
</tr>
</tbody>
</table>
ENTER AN ABSENCE FOR AN EMPLOYEE

You may enter a paid time off (PTO) request on behalf of an employee on your team, so it is processed within the appropriate pay cycle.

**ATTN: IF A MANAGER ENTERS AN ABSENCE ON BEHALF OF AN EMPLOYEE, THE MANAGER DOES NOT HAVE TO APPROVE THE REQUEST HE/SHE ENTERED. THE REQUEST GOES DIRECTLY INTO WORKFLOW AND WILL BE ROUTED TO OTHERS FOR APPROVAL, IF NECESSARY.**

1. To enter an absence on behalf of an employee, click the + to expand your OU Manager Self Service folder and click **Absence Management: Manager Role**. A list of employees will display.

2. Under the **Action** column, click the **Action** icon for the desired employee. The **Absence Summary** for the selected employee will display.

3. In the employee’s **Absence Summary**, click the **Create Absence** button.

4. In the **Absence Status** field, click the **down arrow** and select **Planned** or **Confirmed**.

5. In the **Absence Type** field, click the **down arrow** and select the desired option (Parental Pilot, Personal, Sick, Unpaid, or Vacation).

6. In the optional **Absence Reason** field, click the **down arrow** and select the desired option.

7. In the **Duration** field, click the **Calendar** icon to select the **Start Date** of the employee’s absence.

8. In the **Duration** field, click the **Calendar** icon to select the **End Date** of the employee’s absence.

9. In the **Duration Hours** field, enter the number of PTO hours the employee will use.

**NOTE:** Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.

**ATTN:** **IN ORDER TO FIND OUT IF THE EMPLOYEE’S LEAVE IS FMLA ELIGIBLE, PLEASE CONTACT THE EMPLOYEE SERVICE CENTER.**

10. In the **FMLA Flag** field, click the **down arrow** and select **Y** (Yes) or **N** (No). If Yes, click the **FMLA Reason down arrow** and select the appropriate reason.

**ATTN:** **AN FMLA REASON IS REQUIRED WHEN SUBMITTING AN FMLA REQUEST.**
<table>
<thead>
<tr>
<th>If FMLA Flag is N (No)</th>
<th>If FMLA Flag is Y (Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="FMLA Flag N" /></td>
<td><img src="image" alt="FMLA Flag Y" /></td>
</tr>
<tr>
<td>FMLA Reason [N/A]</td>
<td>If Y (Yes), click the appropriate FMLA Reason.</td>
</tr>
</tbody>
</table>

11. In the Comments field, you may enter optional text.

**ATTN: DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS. USE ONLY THE “FMLA REASONS” AVAILABLE TO CONFORM TO OHIO POLICY REGARDING THE USE OF FMLA.**

12. Click Next.
13. Review the request, verify the Absence Details for accuracy, and click Submit.
DELEGATION

Delegation is to entrust a task or responsibility to another person. As a supervisor, you may want to reassign absence requests to another person or Delegate. **NOTE:** The system will not allow an employee to approve his/her own paid time off request. In Absence Management, there are multiple ways to establish delegation:

- Worklist Access
- Vacation Rules
- Delegate

Worklist Access

As a supervisor, you may reassign absence requests to another OHIO employee. You will continue to receive an email notification when an employee on your team enters a PTO request, however the notification will not display in your Worklist. Your delegate will log in to his/her Worklist to take action on your behalf.

**ATTN: IF YOU ASSIGN A DELEGATE IN WORKLIST ACCESS, YOU WILL STILL RECEIVE AN EMAIL NOTIFICATION WHEN AN EMPLOYEE ON YOUR TEAM ENTERS A PTO REQUEST. HOWEVER, IT WILL NOT DISPLAY IN YOUR WORKLIST. YOU CAN STILL TAKE ACTION FROM THE AUTO-EMAIL NOTIFICATION.**

1. Under Worklist, click the Worklist Access link.

![Worklist Access](image)

2. Click the Grant Worklist Access button.
3. To the right of the Name field, enter the person’s Last Name that you want to search for and click the Magnifying Glass. A list of names will display.
4. Click the radio button next to the appropriate person’s name and click Select.
5. Enter an optional Description.
6. Enter the desired date range, click the Calendar icon to select the Start Date.
7. Enter the desired date range, click the Calendar icon to select the End Date.
8. Under Grant Access To, click the radio button next to All Item Types.
9. Click Apply. A confirmation will display indicating, “The following users have access to view and act upon your worklist.”
10. Click the **Return to Worklist** link.

View Delegates

1. Under *Worklist*, click **Worklist Access**. A confirmation will display indicating, “The following users have access to view and act upon your worklist.”

2. Click the **Return to Worklist** link.

Update or Remove Delegates

1. Under *Worklist*, click **Worklist Access**. A confirmation will display indicating, “The following users have access to view and act upon your worklist.”
2. Under the *Worklist Access*, click one of the following:
   - **Update** to modify the access details
   - **Delete** to delete the access details

3. Click **Apply**.
4. Click the **Return to Worklist** link.
Vacation Rules

As a supervisor, if you know that you will be out of the office for a specific period of time, you may reassign absence requests to another OHIO employee using Vacation Rules. Your delegate will respond to notifications on your behalf during your specified absence. You will not receive an email notification when an employee on your team enters a PTO request.

**ATTN: IF YOU REASSIGNED NOTIFICATIONS USING VACATION RULES, YOU WILL NOT RECEIVE AN EMAIL NOTIFICATION WHEN AN EMPLOYEE ON YOUR TEAM ENTERS A PTO REQUEST.**

1. Under Worklist, click the Vacation Rules link.

![Worklist](image)

2. Click the Create Rule button.
3. Under Item Type, verify that All is selected and click Next.
4. Enter the desired date range, click the Calendar icon to select the Start Date. Verify the Time displayed. (8am should be entered as 08:00:00)
5. Enter the desired date range, click the Calendar icon to select the End Date. Verify the Time displayed. (5pm should be entered as 17:00:00)

![Vacation Rule: Response](image)

6. In the Message field, you may enter optional text that will display with each reassigned notification.
7. To the right of the Reassign field, enter the person’s Last Name that you want to search for and click the Magnifying Glass. A list of names will display.
8. Click the radio button next to the appropriate person’s name and click Select.
9. Click **Apply**. The following will display.

![Vacation Rule: Response](image)

10. Click the **Return to Worklist** link.

**View Vacation Rules**

1. Under **Worklist**, click **Vacation Rules**. Your **Vacation Rule** will display.

![Vacation Rules](image)

2. Click the **Return to Worklist** link.
Update or Remove Vacation Rules

1. Under Worklist, click **Vacation Rules**. Your Vacation Rule will display.
2. Under the Vacation Rules, click one of the following:
   - **Update** to modify the vacation rule
   - **Delete** to delete the vacation rule

3. To modify the **Vacation Rule**, make the desired changes and click **Apply**. If you delete the **Vacation Rule**, the following confirmation will display.

4. Click **Yes** to delete the **Vacation Rule**.

Delegate

As a supervisor, you may want to reassign one individual PTO request notification to another OHIO employee to take action.

1. In the notification, click **Delegate** and identify the person who should take action on the individual request.
2. In the **Comments** field, enter an optional comment that will display in the individual notification.
3. To the right of the **Assignee** field, enter the person’s **Last Name** that you want to search for and click the **Magnifying Glass**. A list of names will display.
4. Click the **radio button** next to the appropriate person’s name and click **Select**.
5. Click **Submit**.

SWITCH USER

If you are a delegate, you may take action on someone’s behalf and respond to PTO requests.

1. Under **Worklist**, click **Switch User**.
2. Click the **radio button** next to the name of the person’s worklist that you would like to switch to. **NOTE:** Only people who have granted you **Worklist Access** will display.

3. Click **Apply**. You will now see the other user’s worklist. When you are ready to switch back to your own worklist, repeat steps 2-3 to select the radio button next to your own name.
## ABSENCE REQUEST DEFINITIONS

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Select One of the Following or Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Status</td>
<td><strong>Planned</strong> – an absence that will occur in the future; enter the absence details prior to the absence.</td>
</tr>
<tr>
<td></td>
<td><strong>Confirmed</strong> – an absence that has already occurred; you cannot enter a future date for a confirmed absence.</td>
</tr>
<tr>
<td>Absence Type</td>
<td><strong>Parental (Pilot)</strong> = A pilot program for bonding with a new child in the family as defined by Parental Leave</td>
</tr>
<tr>
<td></td>
<td><strong>Personal Days Administrative</strong> = Personal</td>
</tr>
<tr>
<td></td>
<td><strong>Sick Presidential Appointment</strong> = Sick</td>
</tr>
<tr>
<td></td>
<td><strong>Unpaid Absence</strong> = A supervisor may approve up to 5 days (40 hours) per year (52 rolling weeks) of unpaid absence for an employee. This is typically for new hires who already had vacation plans established prior to hire date. The employee must exhaust existing eligible leave accruals before requesting unpaid.</td>
</tr>
<tr>
<td></td>
<td><strong>Vacation Presidential Appointment</strong> = Vacation</td>
</tr>
<tr>
<td>Absence Reason</td>
<td><strong>Bereavement</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Child Birth/Placement</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Employee Illness/Injury</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Family Illness/Injury</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Medical Provider Visit</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Military Obligation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Parental (Pilot)</strong></td>
</tr>
<tr>
<td>Duration: Start Date</td>
<td>This is a required field. Enter the start date of the requested leave.</td>
</tr>
<tr>
<td></td>
<td><strong>ATTN: The system looks at the start date to see if you have enough time accrued by the start date specified.</strong></td>
</tr>
<tr>
<td>Duration: End Date</td>
<td>This is a required field. Enter the end date of the requested leave.</td>
</tr>
<tr>
<td>Duration Hours</td>
<td>Enter the duration in hours. Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.</td>
</tr>
</tbody>
</table>
| FMLA Flag          | FMLA can/should be used for personal or family illness of over 3 days. Check with UHR to determine if appropriate.  
|                   | **ATTN: IF YOU ARE REQUESTING FMLA, YOU MUST COMPLETE THE FORMAL PROCESS THROUGH UHR’S EMPLOYEE SERVICE CENTER.**  
|                   | **N = No**  
|                   | **Y = Yes**  
|                   | If you enter Yes, your request must be approved by your supervisor as well as UHR’s Leaves Manager. |

| FMLA Reason | The FMLA reason codes are explained in *FMLA #02 “Your Rights Under the Family and Medical Leave Act of 1993”* which is provided to you when you request FML.  
|            | **ATTN: AN FMLA REASON IS REQUIRED IF YOU ARE ENTERING AN FMLA REQUEST.**  
| Call to Duty |  
| Child Birth/Placement |  
| Employee’s Own Serious Condition |  
| Family member – Child |  
| Family member – Domestic Partner |  
| Family member – Parent |  
| Family member – Spouse |  
| Military Caregiver |  

| Comments | Do not add comments pertaining to medical conditions, diagnoses, or treatments.  
|          | **NOTE:** HIPAA is the federal *Health Insurance Portability and Accountability Act* of 1996. The goal of this law is to protect the confidentiality and security of healthcare information. |

|          |  
|          | Click **Next**.  
|          |  
|          | Click **Submit**.  
|
LINKS TO POLICIES

OHIO Policies

To review OHIO Policies, visit: [http://www.ohio.edu/policy/numeric.html](http://www.ohio.edu/policy/numeric.html)

- **40.025** - Jury Duty and Court Leave
- **40.027** - Personal Leave for Administrative Employees
- **40.029** - Sick and Bereavement Leave for Faculty and Administrative Appointees
- **40.054** - Family and Medical Leave
- **41.001** - Vacation and Winter Closure Time for Administrative Employees
- **41.128** - Leaves of Absence for Presidential Appointees

Pilot Parental Leave Program

Launched in 2013, the *Pilot Parental Leave Program* provides benefits-eligible employees a total of twelve weeks of parental leave for a single event birth or adoption. To be eligible, an employee must have one year (12 months) of continuous service prior to the birth or adoption of the child. OHIO will pay for six weeks of parental leave at the employee’s current salary rate. The other six weeks will be unpaid but can be covered by accrued vacation time and/or sick leave, if available. Parental Leave must be taken within twelve weeks of the birth/placement of a child. **NOTE:** There is an exception to this rule if both parents are employed at OHIO.

Parental Leave is setup by UHR’s Leaves Manager when an employee has requested it and provided the documentation required by OHIO.

In order to submit an electronic request for parental leave, UHR’s Leaves Manager must manually enter the appropriate number of accrual hours to the employee’s parental leave accrual balance.

To learn more about the Pilot Parental Leave Program, visit:

- [https://www.ohio.edu/hr/benefits/parentalleave/](https://www.ohio.edu/hr/benefits/parentalleave/)
- [http://www.ohio.edu/hr/benefits/loa.cfm](http://www.ohio.edu/hr/benefits/loa.cfm)
ATTN: UPON COMPLETION OF THE NECESSARY PAPERWORK, UHR’S LEAVES MANAGER WILL MANUALLY ENTER AN EMPLOYEE’S PARENTAL LEAVE ACCRUED HOURS INTO ABSENCE MANAGEMENT.
## OTHER HELPFUL DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Acceptance of the request; agreement</td>
</tr>
<tr>
<td>Delegation/Delegate</td>
<td>To entrust a task or responsibility to another person; the delegate is the entrusted person.</td>
</tr>
<tr>
<td>Employee Absence</td>
<td>An occasion or period of being away from work</td>
</tr>
<tr>
<td>Employee Leave</td>
<td>A leave of absence (LOA) is a period of time that one must be away from one's primary job, while maintaining the status of Employee.</td>
</tr>
<tr>
<td>Employee Service Center (ESC)</td>
<td>A division of University Human Resources (UHR) which augments HR functions, such as payroll and benefits administration.</td>
</tr>
<tr>
<td>Full Time Equivalent (FTE)</td>
<td>The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays. The ratio units are FTE units or equivalent employees working full-time. For example, one FTE is equivalent to one employee working full-time.</td>
</tr>
<tr>
<td>Leaves Manager</td>
<td>UHR’s Records and Leaves Manager</td>
</tr>
<tr>
<td>Net Available (PTO Balances)</td>
<td>Net Available = Accrued Hours - (minus) Planned Hours</td>
</tr>
<tr>
<td>Notification</td>
<td>The action of notifying or informing someone of something in a formal or official manner; auto-email.</td>
</tr>
<tr>
<td>Notification Preferences</td>
<td>A greater liking for one alternative over another for auto-email notifications.</td>
</tr>
<tr>
<td><strong>Paid Time Off (PTO)</strong></td>
<td>Accruals</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Paid Time Off (PTO)</strong></td>
<td>Policy that provides a bank of hours in which the employer pools sick days, vacation days, and personal days that allows employees to use as the desire or need arises.</td>
</tr>
</tbody>
</table>