ENTERING INTERMITTENT FMLA

For intermittent absences in Workday submit the appropriate FMLA time off option.

The following steps should be followed:

2. Select the days off on the calendar for Intermittent FMLA.
3. Click on the green Submit tab at the bottom of the page.
4. Select the type (this should only be an Intermittent FMLA Qualifying Health Condition type) – Enter the daily quantity.
5. Click on the Green Submit Tab at the bottom of the page.
   a. NOTE: If you select more leave than you have available in the leave balance, you will receive an error.