



How to Report an Approved Intermittent FMLA in Workday

Use this resource to assist with reporting intermittent FMLA absences in Workday

Taking medical leave often indicates a significant moment in someone's life. This process is meant to help drive the smoothest experience possible so our team members can focus on what matters most. At Vermeer, Lincoln Financial Group administers all intermittent FMLA leave requests and certification updates. Lincoln Financial Group will communicate approval and eligibility determinations with you. Approval must be obtained before intermittent FMLA leave can be designated and used.

To report intermittent FMLA hours, you will submit your request directly into Workday, through the same time off request process (like PTO).

Steps to Reporting an Approved Intermittent FMLA Absence in Workday

1. Inform your manager of your need for intermittent FMLA according to the [Absence Notification Procedure in the Team Member Handbook](#).
2. Log in to Workday
3. Click on Manage Absence located under the search bar
4. Select the date of absence by clicking on the day
5. Click on Request Absence in the lower left
6. Select Intermittent Leave of Absence
7. Select Intermittent FMLA in the Type of Absence drop down box
8. Select the reason for the absence.
9. Enter the hours requested
10. Enter your Leave ID number in the Comment section. This information is required and can be found in your Time Management Hub.
11. Submit your request.

Vermeer will report your intermittent FMLA request to Lincoln Financial Group, who will review the absence, apply qualifying time to your FMLA bank and monitor your leave usage to ensure it stays within the frequency and duration approved by your healthcare provider.

If Lincoln Financial Group determines the absence does not qualify under your approved intermittent FMLA leave, your manager will work with you to determine how the time away should be recorded.

By the team member, the manager and Lincoln Financial Group coming together, Vermeer can best support our team members through the medical leave process. Please contact Team Member Support with questions.