



## D.C. DEPARTMENT OF HUMAN RESOURCES

## **PFML Guide for Employee Requests**

Employees are now able to request Paid Family/Medical Leave via PeopleSoft. All employees should see a tile in their ESS (ess.dc.gov) portal.

Submit Time	Leave Balances	Request Absence	Рау
			Last Pay Date 07/27/2021
Vision Zero Training	DC Govt Directory	My COVID-19 Vaccination	PFML Request
			2>2 +
Personal Details	Benefits	Request Training	Change Password
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**Step 1:** To begin a request, simply click on the PFML Request tile. This should create a new request form that will be populated with an employee's contact and personal information.

DCHR DISTRICT OF COLUMIBA GOVERNMENT Paid Family, Medical and Parental Leave Request				
FMLA Request ID: 001 Red	quest Date: 02/03/2023	FMLA Status	New Request	
	Pe	ersonal Information		
Last Name: Person	First Name: Fa	ake	Middle Name:	
Address 1: 123 Fake Street, NW		Address 2: Unit 1		
City: Washington		State: DC	Postal Code: 20011	
Employee ID: 00105725				
Agency: DC Department of Huma	n Resources			
Email Address: octoqa1@dc.gov				

**Step 2:** Employees will then be prompted to select a reason for the leave request. Employees have a variety of options and are encouraged to select the option that best describes their situation. Employees will be able to provide more detailed information later In the form.

	Reason for Leave Request			
Specify the reason for which you are seeking family or medical leave. Select one option.				
Leave Reason:				
Adoption of a Child or Other Assumption of Parental Duties Birth of a Child	Leave Options			
How will the leav How will the leav How all the leav How				
Enter the estimate start and end dates for leave.	Start Date End Date			

**Step 3:** If the selected reason for leave results in a request that requires documentation, the system will give the employee a message box that announces the need for documents. The specific documents that are required for the request will be listed at the bottom of the form. Note: many requests can be conditionally approved pending documentation, so the portal will allow submission without attached documents. An agency FMLA Coordinator will be able to provide more information in this instance.

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M	lessage	
	tach the required documentation listed at the bottom of the page (29999,9159) tach the required documentation listed at the bottom of the page OK	
	Attachments	
mar	ase attach government or other reasonable documents to establish a family relationship (including, but n rriage license, court order, joint lease or joint bank account statement) and a completed Certificate of H nbers Serious Health Condition (DOL-WH380-F).	
	porting documentation may not always be available prior to applying for leave. If you are submitting a request withou f description of the situation in the box above. Documentation must be received by the agency within four weeks (28 (	

			Personalize   Find   View All   🔄   🌉	First 🕢 1 of 1 🕑 Las
As Of Date	Sequence	Attachment File Name	Attached File Add Attachment	View Attachment
1 02/03/2023	1	্	Add Attachment	View Attachment

**Step 3:** Employees will then be prompted to enter whether the leave will be continuous or intermittent. The form will also ask for the estimated start and end date of the requested leave as well as the type of leave an the requested number of hours.

If an employee is requesting FMLA without PFML, the employee should select the types of leave they are planning on using during their absence. For example, if an employee needs to take FMLA and will cover that time with their sick leave, they would select Sick Leave and entered the number of hours. This will also apply if an employee's entire absence is not covered by PFML.

Employees will also have the option to enter a brief description of their situation and provide any other pertinent information about the request.

	Leave Options
Enter the Total Number of Leave Hours Requested.	100 Hours
How will the leave be used? Intermittent	×
*Leave is considered intermittent when it is taken or	n an irregular schedule or on an as-needed basis.
	art Date 02/03/2023 前 End Date 03/31/2023 前
Select all types of leave that will be used for this request	
	Sick Leave
Annual Leave	
Compensatory Time	Universal Leave
Paid Family/Medical Leave 100	Paid Family/Medical Leave Bank
Unpaid Time	Other
Brief Description I will need to intermittently take PFMI	in order to care for a sick family member.

**Step 4:** At this point, employees will attach their require documentation. As previously stated, employees can return to this page and submit documents even after the application for leave has been submitted.

		At	ttachments				
arriage licen	se, court order, j	ther reasonable documents to esta joint lease or joint bank account s on (DOL-WH380-F).					
		t always be available prior to applying t the box above. Documentation must b					le
		t always be available prior to applying the box above. Documentation must b		our weeks (28 days		ent.	
	of the situation in t		be received by the agency within for Personalize   Find   V	our weeks (28 days	s) of the qualifying eve	ent.	

**Step 5:** The final stage of the application process allows the employee to sign their application and submit it to their agency FMLA Coordinator. An employee can also save the request as a draft and return later via the ESS tile to complete the request.

Employee Certification					
I certify that the information provided in this document is true and accurate and that I am eligible for leave programs for which I have applied, I understand that the making of a false statement on this document is a violation of law and subject to criminal penalties.					
Person,Fake	02/03/23 10:06AM				
Employee Signature	Date Clear Signature				
Save	Submit to FMLA Coordinator				

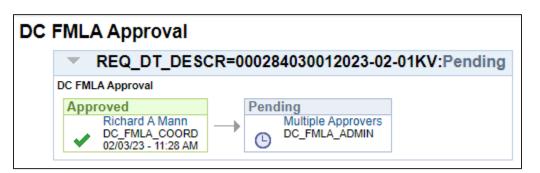
One the application has been submitted, the employee and the agency FMLA Coordinator will receive an email notification with a link to review the application.

Employees will also be able to view the progress of the application via the workflow box that will appear below at the bottom of the page following submission.

When first submitted it will show a Pending status.

DC	DC FMLA Approval					
	REQ_DT_DESC	CR=0	001057250012023-02-03BE:Pending			
	DC FMLA Approval					
	Pending Multiple Approvers DC_FMLA_COORD	$\rightarrow$	Not Routed Multiple Approvers DC_FMLA_ADMIN			

After it has been approved by the agency FMLA Coordinator, the first level of the workflow will show as approved. If the application is incorrect or missing important information, the agency FMLA Coordinator has the ability to return the request with comments. If this happens, the employee will receive a notification email, and the comments will be visible via the tile.



After it has been approved by DCHR, the workflow will be complete and the status will switch to Approved.



Once the application has been approved, DCHR will work with OCTO and OPRS to grant the PFML or other hours, and the agency FMLA Coordinator will notify the employee. Employees are still responsible for entering their time reporting codes when necessary.