

**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 file in their ESS (ess.dc.gov) portal.

<p><b>Submit Time</b></p>	<p><b>Leave Balances</b></p>	<p><b>Request Absence</b></p>	<p><b>Pay</b></p> <p>Last Pay Date <b>07/27/2021</b></p>
<p><b>Vision Zero Training</b></p>	<p><b>DC Govt Directory</b></p>	<p><b>My COVID-19 Vaccination</b></p>	<p><b>PFML Request</b></p>
<p><b>Personal Details</b></p>	<p><b>Benefits</b></p>	<p><b>Request Training</b></p>	<p><b>Change Password</b></p>

**Step 1:** To begin a request, simply click on the PFML Request file. This should create a new request form that will be populated with an employee's contact and personal information.

**DCHR DISTRICT OF COLUMBIA GOVERNMENT**

**Paid Family, Medical and Parental Leave Request**

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FMLA Request ID: 001      Request Date: 02/03/2023      FMLA Status New Request

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**Personal Information**

Last Name: Person      First Name: Fake      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 Human 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
- Care of a Family Member
- Exigency Military Leave
- Military Caregiver Leave
- Personal Health Condition

Enter the Total Number of Hours:  Hours

How will the leave be paid?

**Leave Options**

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.

**Message**

Attach the required documentation listed at the bottom of the page (29999,9159)

Attach the required documentation listed at the bottom of the page

**Attachments**

Please attach government or other reasonable documents to establish a family relationship (including, but not limited to, a birth certificate, marriage license, court order, joint lease or joint bank account statement) and a completed Certificate of Health Care Provider for Family Members Serious Health Condition (DOL-WH380-F).

Supporting documentation may not always be available prior to applying for leave. If you are submitting a request without documentation, please provide a brief description of the situation in the box above. Documentation must be received by the agency within four weeks (28 days) of the qualifying event.

As Of Date	Sequence	Attachment File Name	Attached File	Add Attachment	View Attachment
02/03/2023	1	<input type="text" value=""/>		<input type="button" value="Add Attachment"/>	<input type="button" value="View Attachment"/>



**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 file to complete the request.

**Employee Certification**

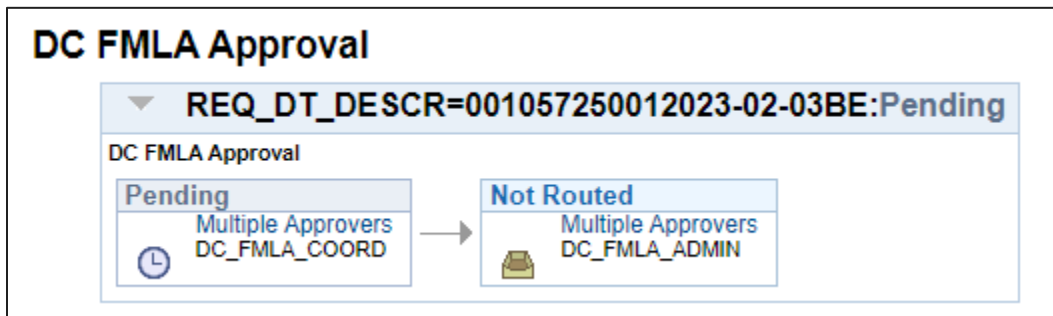
*I certify that the information provided in this document is true and accurate and that I am eligible for leave programs for which I have applied, I understand that the making of a false statement on this document is a violation of law and subject to criminal penalties.*

Person, Fake	02/03/23 10:06AM
Employee Signature	Date

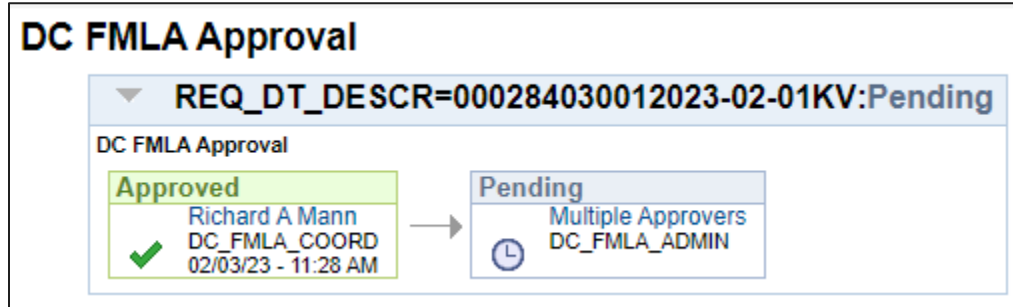
Once the application has been submitted, the employee and the agency FMLA Coordinator will receive an email notification with a link to review the application.

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.

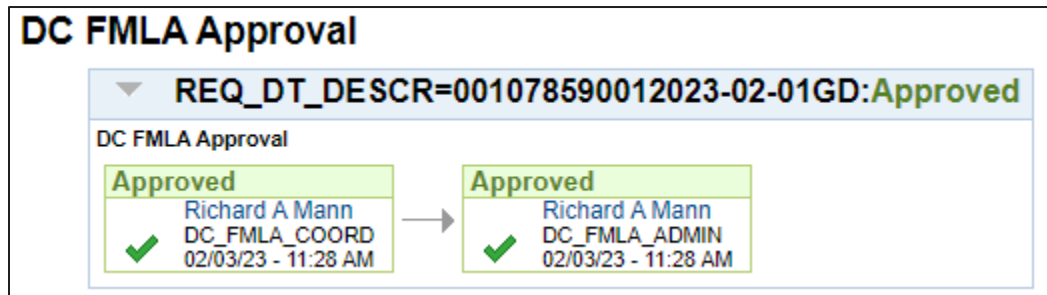
When first submitted it will show a Pending status.



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.