
From: Connect
Sent: Tuesday, January 19, 2016 11:58 AM
To: Connect
Subject: IMPORTANT!!! – Reporting FMLA Time



Good-morning, Judiciary Employees,

Family and Medical Leave Act (FMLA) is a law to protect an employee's position in the case of a medical incident that impacts the employee or a family member.

It is NOT a paid leave balance available to the employee to use.

Please note you **must** have an existing FMLA approval to "take" FMLA. If you already have an approval, no action is necessary. To apply for a new approval or extension, use the process defined in the following online training material:

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/data/tpc/db80e452-002e-4b3f-89dc-f1e6b43eb0f0/topic.html?Mode=S&SpecMode=Y&printitname=db80e452-002e-4b3f-89dc-f1e6b43eb0f0_JOBAID.html

To "take" FMLA once you have an approval, use the process defined in the following online training material:

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/data/tpc/70b63fd4-26f3-4960-a762-526e048616be/topic.html?Mode=S&SpecMode=Y&printitname=70b63fd4-26f3-4960-a762-526e048616be_JOBAID.html

Once you complete a 'take' request, it will show on your timesheet as "FMLA Unpaid". To receive compensation for those hours, you **must also enter** another Absence based on the paid leave balances you have available (sick, personal leave etc.), or COMP time. You can enter the paid absence by following the process defined in the following online training material (for absences):

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/data/tpc/75c4d1f9-8fbd-4a4f-a8e3-de01eaa80395/topic.html?Mode=S&SpecMode=Y&printitname=75c4d1f9-8fbd-4a4f-a8e3-de01eaa80395_JOBAID.html

Tip: You can also request the paid absence using the link "Add New Absence" from the same page you requested your FMLA take.

Absence Requests								
Select the Absence Requests you want to perform an action for.								
Absence Request ?		Personalize Find View All [Print] [Refresh] First 1 of 1 Last						
Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Edit	Delete
<input checked="" type="checkbox"/>	FMLA Take	New	09/28/2015	09/29/2015	16 Hours	Employee Extended Absence	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/> <input type="button" value="Add New Absence"/>								

If you want to use Comp time you can follow one of the following online training materials to enter that time:

Full Days:

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/data/tpc/93ab9708-510e-431a-842c-2457b1001514/topic.html?Mode=S&SpecMode=Y&printitname=93ab9708-510e-431a-842c-2457b1001514_JOB AID.html

Partial Days:

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/data/tpc/3f9c661d-a820-45e6-afe4-008c80043e31/topic.html?Mode=S&SpecMode=Y&printitname=3f9c661d-a820-45e6-afe4-008c80043e31_JOB AID.html

It is AOC policy that you exhaust all paid leave balances before you are eligible to take only Unpaid FMLA.

If you need assistance, please contact your **CONNECTors** first. For further assistance, call the JIS Help Desk phone line at 410-260-1114, and use the new menu prompts to reach the CONNECT Support Hotline.

Thanks,
The CONNECT Team