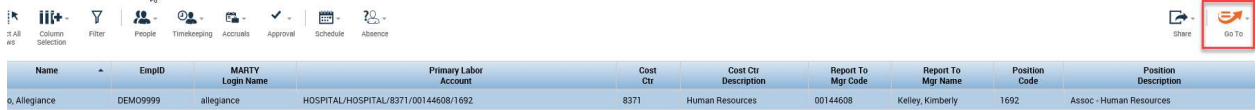


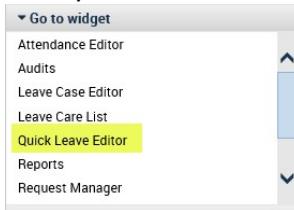
FMLA Intermittent Leave Time Only

Continuous FMLA Leaves are processed by the Leave Administrator. When a staff member is absent due to Intermittent Leave that time is entered on the Quick Leave Editor. You must access the Quick Leave Editor from the employee schedule.

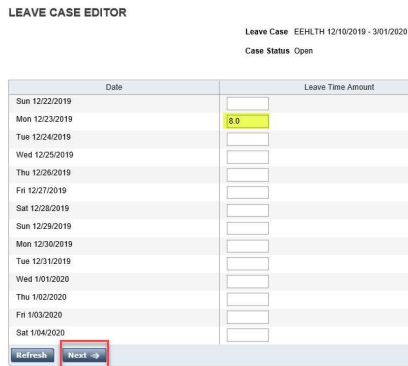
1. Highlight the employee and use the Go To link to access their schedule.



2. Once you are in the schedule use the Go To link and select the Quick Leave Editor.



3. Add the leave hours to the appropriate day and click Next.



4. Fill in the Start Time and check Override Shift if the employee was scheduled to work, then Save.



5. Use the Go To link to access the employee schedule and the leave time will be populated.

