How to Submit an Employee Request under the Family and Medical Leave Act (FMLA) – Employees or Someone on Behalf of the Employee

**Note to Employee:** All requests for FMLA must be submitted as promptly as possible after you become aware of a need for leave. Failure to notify your employer in a timely manner according to agency procedures may result in a delay in the processing of your FMLA. Until your FMLA is approved or denied, you must continue to follow your work unit’s existing attendance policy and call-in procedures.

**Step 1: Access online FMLA Request Application.**

- Go to the “Employee information” page found on the Wisconsin dot.gov home page.

- Then find the “FMLA Request” section and click on “Access FMLA Request Application” link.

**Step 2: Login to the FMLA Request Application**

The electronic FMLA Leave Request form should be submitted by the employee, whenever medically able. If the employee is medically unable to complete this leave request form, a supervisor, friend or family member, medical coordinator, or payroll & benefits specialist may submit the request on the employee’s behalf. The employee will be required to electronically sign this form, when medically able.

- Enter the employee name, date of birth, and employee ID number (found in PeopleSoft) and click “Submit.”
Step 3: Submit an FMLA Request

The electronic FMLA application will guide the user through a series of questions based on the type of leave being requested. All screen shots within the system are not shown on this job aid.

- Click on “Create a new FMLA Request”:
  
  ![Create a new FMLA Request](image)

- Enter first date of leave from work (that cannot be made up or flexed):
  
  Note: WisDOT always establishes the first date of leave before determining FMLA Eligibility.

- Enter the type of leave anticipated for absences:
  
  Only one option can be selected. Employees will need to report actual hours of leave taken for FMLA purposes on their time sheet in PeopleSoft. If employees are medically unable to do this on their own, supervisors and payroll & benefits specialists can help.
Select type of time off work being requested:

Note: Employee must select at least one type but can select all three types, if applicable.

- Review summary of what was entered. If anything needs to be revised, click “Back.” If everything is correct, click “Next”:

- Review Employee Acknowledgement information and submit request:

  Note: this page will show regardless of who is submitting the form. The employee (or person entering request on employee’s behalf) must acknowledge the three statements.
• Make sure the FMLA Request is successfully submitted and make note of the request ID:
  Once the FMLA Request is submitted, an electronic WisDOT FMLA Employee Request form (DT1295) will be generated. If you would like to see the Request form you can click “here”.

![Image of Home and Logout buttons]

Success! Your request ID is 324. Please click here to view the DT1295 request form.
Use the 'Home' button at the top of the page to review all of your requests.

Step 4: Access employee “Home” dashboard page to monitor the status of the FMLA Employee Leave Request as it progresses through various stages of review and approval (or denial) process.

By clicking on the Request ID number, a panel will pop up showing a summary of the leave request and any FMLA forms processed within the system.

Note: This individual employee dashboard is secure and accessible through the internet.

![Image of create a new FMLA Request]

The dashboards will provide updates as the FMLA application moves through the review and approval (or denial) process. Some status fields refer to:

• Awaiting assignment
• Request in Review
• Certification in Review
• Designation Notice in Review
• Designation Notice uploaded (approval or denial)
• Return to work authorization received
• Closed Request

Employees can cancel a request only while “Awaiting Assignment.” If there is a change in circumstance and FMLA is no longer needed after the request is in review the employee must contact DOTFMLA@dot.wi.gov to communicate with one of the assigned medical coordinators.

Note: Supervisors will have their own dashboard and will be able to see all employees with FMLA leave requests in their respective work units.

If you have additional questions that cannot be answered by the employee’s supervisor or assigned payroll & benefits specialist, please contact the WisDOT FMLA Team at DOTFMLA@dot.wi.gov. Thank you.