

How to Submit a Family Medical Leave Act (FMLA) Request through Employee Self-Service

Please note that to qualify for FMLA, you must have worked for your current employer for at least 12 months, and you must have worked a minimum of 1,040 hours in the last 12 months. If you do not meet these requirements, you are not eligible for FMLA leave. The Employee Self-Service FMLA Request function is configured to prevent anyone who does not meet these requirements from submitting an FMLA request. Please contact the appropriate FMLA administrator below with any questions. If your FMLA request is returned by the FMLA administrator for additional information, please refer to the [Returned for Correction](#) instructions on page 7 of this guide. PLEASE CONTACT THE IT HELP DESK AT 240-777-2828 FOR ALL TECHNICAL/SYSTEM ISSUES.

MCG Employees:

Occupational Medical Services
240-777-5137 (phone)
240-777-5186 (secure fax)
Fmla.information@montgomerycountymd.gov

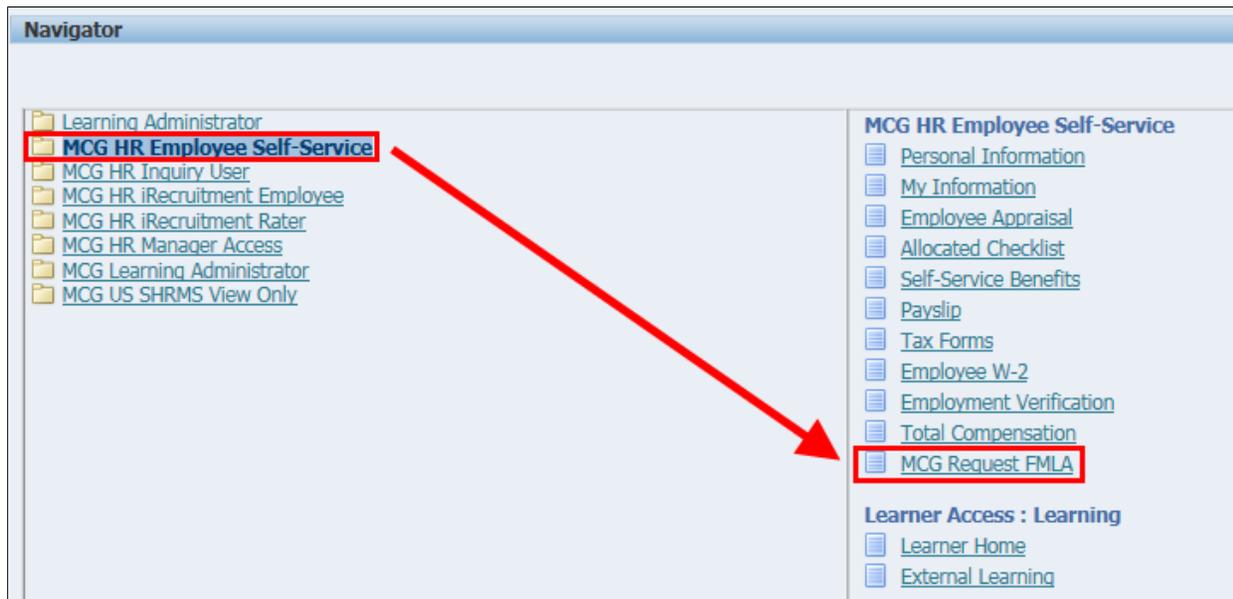
Circuit Court Employees

Court Administration
240-777-9101 (phone)
240-777-9102 (alt. phone)
fmla@mcccourt.com

Sheriff Employees

Lt. Col. Christina Calantonio
240-777-7010 (phone)
christina.calantonio@montgomerycountymd.gov

1. Log into the **Access MCG** portal. Click on the **HR Employee Self-Service** link. When the related functions appear to the right, click on **MCG Request FMLA**.



2. On the *FMLA Summary* screen, you have the ability to search for FMLA requests that have already been submitted (by absence type and/or status or the start and end date of your request). You can add supporting documents, update or cancel an open request, or see the status of a request.

To submit a new request, click the button that says **Click here to Request FMLA**.

MCG Request FMLA: FMLA Summary
[Personalize Stack Layout: \(perInfoHeaderRN\)](#)

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov

Retirement Eligibility Date **07-Oct-2003**

* This is an overview of your current and previous FMLA Requests. To create a new FMLA Leave request please click on Request FMLA button below *

FMLA Summary

Search

Note that the search is case insensitive

Absence Type Start Date (example: 25-Nov-2015)
Approval Status End Date

Click here to Request FMLA

Start Date	End Date	Absence Type	Duration Hours	Approval Status	Supporting Documents	Details	Update	Delete
30-Jul-2015	31-Jul-2015	MCG FMLA Hours	8.125	Approved				

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3. On the *Enter FMLA Details* screen, complete the following:
1. **FMLA Type** – select MCG FMLA Hours (it is the only selection in the drop-down menu).
 2. **FMLA Reason** – select the reason for your FMLA request from the drop-down. The selections are:
 - Adult Child incapable of self care
 - Birth of a Child/Adoption/Foster Care (also referred to as Parental)
 - Domestic Partner
 - Military Exigency
 - Military Service Member/Caregiver
 - Minor Child
 - Parent (Not In-laws)
 - Self
 - Spouse
 3. **Duration** – these are the dates on which your FMLA leave will start and end (note: there is a calendar to the far right of the screen for your reference).
 4. **Comments** – this field is optional, but if you have any comments for the FMLA administrator, enter them here.
 5. **Supporting Documents** – click the **Add Attachment** button to upload your required medical certification form. You may also attach other medical documentation to support your request.
- (IMPORTANT: Keep a copy of any documents you attach to the request for your records. Once the FMLA administrator opens your document, it is no longer be available or attached to this request.** For instructions on how to add an attachment to your request, refer to [page 11, step 3](#) of this document.

Click **Next** to proceed. Click Save For Later if you wish to save what you have entered and complete/submit it later.

Create FMLA: Enter FMLA Details

Employee Name **Sample, John**
 Organization Email Address john.sample@montgomerycountymd.gov
 Retirement Eligibility Date **07-Oct-2003**

Employee Number **0000**
 Business Group **Montgomery County MD**
 Context Value

Cancel Save For Later **Next**

****If you need additional information about FMLA or assistance with an FMLA leave request, please contact your respective FMLA administrator as stated below****

MCG employees contact Occupational Medical Services at fmla.information@montgomerycountymd.gov
 Circuit Court employees contact Court Administration at fmla@mccourt.com
 Sheriff employees contact the Sheriff's Office at shf.FMLArequest@montgomerycountymd.gov

FMLA leave is on a calendar year cycle; therefore, your FMLA request must be resubmitted after your first (1st) absence due to an FMLA qualifying absence in the new leave year.

* Indicates required field

FMLA Status
 * FMLA Type MCG FMLA Hours
 FMLA Category FMLA
 * FMLA Reason Self
 Duration
 * Start Date (example: 21-Dec-2015)
 * End Date
 TIP Start Date is a required field

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Comments from/to Approver
 Enter comments to the FMLA administrator here

Supporting Documents
 Upload required medical certification forms/documentation **

Add Attachment Click here to attach a document such as your completed medical certification form

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

NOTE: To qualify for FMLA, you must have worked for your current employer for at least 12 months, and you must have worked a minimum of 1,040 hours in the last 12 months. If you do not meet these qualifications, you will receive an error message at the top of the screen (see example below). At this point, please click the Cancel button to cancel the request. If you feel this error message is incorrect, please contact your FMLA Administrator (see FMLA administrator contact information on page 1 of this document).

Error
ORA-20999: You are not eligible for FMLA leave because you have not worked at least 1,040 hours in the last 12 months. In Package hr_person_absence_swi Procedure create_person_absence

Create FMLA: Enter FMLA Details

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **07-Oct-2003**

Employee Number **0000**
Business Group **Montgomery County MD**
Context Value

[Cancel](#) [Save For Later](#) [Next](#)

4. After your eligibility requirements have been verified, you will see a warning at the top of the screen asking you to review your start and end dates. From here you are ready to proceed, click **Next**.

Warning
Please review the start date and end dates entered for FMLA request and click on Next to continue ...

Create FMLA: Enter FMLA Details

Personalize Stack Layout: (PerInfoHeaderRN)

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov

Employee Number **0000**
Business Group **Montgomery County MD**

Personalize Stack Layout: (HrAbsRequiredAndInsrRN)
* Indicates required field

* Absence Status Status
* Absence Type MCG FMLA Hours
Absence Category FMLA
Absence Reason Self
Duration
* Start Date 03-Nov-2014
(examples 25-Nov-2015)
End Date 14-Nov-2014
TIP Start Date is required.

Comments
Enter comments to FMLA administrator here.

Supporting Documents
Personalize "Supporting Documents"
** Upload required medical certification forms/documentation **

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Cancel](#) [Save For Later](#) [Next](#)

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5. On the *Review FMLA Request* screen, you have several options:
- To submit the request, click **Submit**
 - To cancel the request, click **Cancel**
 - To save what you have entered so far without submitting it, click **Save For Later**
 - To go back to the previous screen(s), click **Back**
 - To print a copy of the request, click **Printable Page**, then go to the **File** menu at the top and select **Print**

Create FMLA: Review FMLA Request

Personalize Stack Layout: (perInfoHeader)

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **07-Oct-2003**

Employee Number **0000**
Business Group **Montgomery County MD**
Context Value

Cancel **Printable Page** **Save For Later** **Back** **Submit**

FMLA Review Details

Personalize "FMLA Review Details"

Proposed
Absence Status
Absence Type MCG FMLA Hours
Absence Category FMLA
Absence Reason Self
Start Date 03-Nov-2014
End Date 14-Nov-2014
Comments Enter comments to FMLA administrator here.

Approvers

Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show 1	MCG FMLA Approver	Position Control Roles	1	Approver		

Comments to Approver

Cancel **Printable Page** **Save For Later** **Back** **Submit**

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

6. When you have successfully submitted the request, you will receive a confirmation at the top of the screen, and you will now see your request on the summary screen with a status of Pending Approval. REMINDER: FMLA requests cannot be processed for approval without a completed medical certification. For MCG employees, medical certification forms are located at <http://www.montgomerycountymd.gov/HR/oms/Leave.html>. If you work for the Circuit Court or the Sheriff's office, please contact your FMLA administrator for the appropriate forms (see contact information on page 1 of this guide).

Confirmation
The changes have been submitted for approval.

Absence Management: FMLA Summary
[Personalize Stack Layout: \(perInfoHeaderRN\)](#)

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov

Retirement Eligibility Date **07-Oct-2003**

* This is an overview of your current and previous FMLA Requests. To create a new FMLA Leave request please click on Request FMLA button below *

FMLA Summary

Search

Note that the search is case insensitive

Absence Type Start Date (example: 25-Nov-2015)
Approval Status End Date

Start Date	End Date	Absence Type	Duration Hours	Approval Status	Supporting Documents	Details	Update	Delete
30-Jul-2015	31-Jul-2015	MCG FMLA Hours	8.125	Approved				
03-Nov-2014	14-Nov-2014	MCG FMLA Hours	0	Pending Approval				

Step 7 below is optional, but can be used to submit a question or comment to the FMLA administrator after you have submitted your request.

~ End Process ~

7. In addition to your pending FMLA request being displayed on your FMLA Summary screen, you will also have an item in your Worklist telling you that your FMLA Request has been forwarded to the MCG FMLA Approver.

OPTIONAL: To submit a question or comment to the FMLA administrator, click on the link in your worklist.

Oracle Applications Home Page

Worklist

From	Subject ▲
SYSADMIN	FMLA Request has been forwarded to MCG FMLA Approver ←
	Invoice 032515 from THE WASHINGTON POST requires your approval
	Invoice 042015 from CABIN JOHN ASSOCIATES LP requires your approval
	Invoice 1328884 from COLONIAL PARKING INC requires your approval

Click the **Request Information** button

The screenshot shows the Montgomery County E-Business Suite interface. At the top, there is a blue header with the Montgomery County logo and the text "MONTGOMERY COUNTY MARYLAND" and "FARM 48 - EBSTST09". Below the header, there is a navigation bar with links for "Home", "Logout", "Preferences", "Help", and "Personalize Page". The main content area displays an "Information" notification: "FMLA Request has been forwarded to MCG FMLA Approver". Below the notification, there is a "Request Information" button, which is highlighted with a red box and a red arrow. The notification text includes: "From: SYSADMIN", "To: Sample, John", "Sent: 05-Jan-2016 17:28:01", "ID: 9028780", "Last Approver: Sample, John", "User Name: SAMPL01", "Comments:", "Next Approver: MCG FMLA Approver", "User Name: PQH_ROLE:2001", and "This notification is for information only." At the bottom of the notification, there is a "Return to Worklist" link and another "Request Information" button, also highlighted with a red box and a red arrow.

Select **Workflow Participant** by clicking the radio button to the left of it, then select **MCG FMLA Approver** from the drop-down menu. Enter your question in the **Information Requested** field, and click **Submit**.

The screenshot displays the Montgomery County E-Business Suite interface. At the top, the header includes the Montgomery County logo, the text "E-Business Suite", and "MONTGOMERY COUNTY MARYLAND". Below this, it says "FARM 48 - EBSTST09". Navigation links for "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Personalize Page" are visible. The main content area shows a notification: "Request Information: FMLA Request has been forwarded to MCG FMLA Approver". A note states "* Indicates required field". The form contains two radio buttons under "Request More Information From": "Workflow Participant" (selected) and "Any User". The "Workflow Participant" dropdown is set to "MCG FMLA Approver". Below this, the "Information Requested" field is a text area with the placeholder "Enter question here.". At the bottom right of the form, there are "Cancel" and "Submit" buttons. A red arrow points from the "Submit" button in the top right to the "Submit" button in the bottom right. Another red arrow points to the "MCG FMLA Approver" dropdown menu. A third red arrow points to the "Information Requested" text area. A "Return to Worklist" link is located at the bottom left of the form area.

RETURNED FOR CORRECTION:

Below are instructions for what to do if your FMLA request is returned by the FMLA administrator for additional information.

1. If the FMLA administrator returns your FMLA request due to missing information or for any other reason, you will receive an email notification explaining what information is missing and why the request is being returned to you. You have seven (7) calendar days to submit the required information.

Upon logging into Access MCG, you will see an item in your **Worklist** that states your request is **Returned for Correction**. Click on the link in the Worklist to open the request.

The screenshot shows the Oracle Applications Home Page. At the top, there is a 'Worklist' tab highlighted with a red arrow pointing to it. Below the tab is a table with two columns: 'From' and 'Subject'. The 'From' column contains 'MCG FMLA Approver' and 'SYSADMIN'. The 'Subject' column contains two lines of text: 'FMLA Request for Sample, John is Returned for Correction' and 'FMLA Request has been forwarded to MCG FMLA Approver'. A red arrow points from the 'From' column to the first line of the subject. Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' At the bottom, there is a 'Navigator' section with a list of responsibilities: 'Learning Administrator', 'MCG HR Employee Self-Service', 'MCG HR Inquiry User', 'MCG HR iRecruitment Employee', 'MCG HR iRecruitment Rater', 'MCG HR Manager Access', 'MCG Learning Administrator', and 'MCG US SHRMS View Only'. To the right of this list is a box with the text 'Please select a responsibility.'

2. Once the request is open, the note from the FMLA administrator stating why your request is being returned is visible in two places, at the top of the screen and in the Notes section under the *Action History* heading.

Click the **Continue Action** link toward the bottom of the screen (under the *Relation Applications* heading) to attach the requested documentation.

Information

Note: A completed medical certification form is required for this FMLA leave request.



FMLA Request for Taqi, Shayna is Returned for Correction

From **MCG FMLA Approver**
To **Sample, John**
Sent **17-Dec-2015 13:09:23**
ID **9023814**

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **19-Feb-2008**

Absence Details

Proposed	
Absence Status	Status
Absence Type	MCG FMLA Hours
Absence Category	FMLA
Absence Reason	Self
Start Date	17-Jun-2015
End Date	01-Jul-2015
Hours	0

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

Action History

Sequence	Name	Action	Date	Notes
1	Sample, John	Submit	17-Dec-2015 13:07:52	
2	MCG FMLA Approver	Return for Correction	17-Dec-2015 13:09:23	A completed medical certification form is required for this FMLA leave request.
3	Sample, John	Pending		



Related Applications

[Continue Action](#)



[Return to Worklist](#)

3. Enter any comments to the FMLA administrator in the “Comments from/to Approver” box (optional). Click the **Add Attachment** button to attach a document to the request. **IMPORTANT NOTE:** Be sure to keep a copy of any documents you attach to the request for your records. Once the FMLA administrator opens your document it will no longer be available or attached to the request.

Comments from/to Approver

Completed medical certification for is now attached. Please contact me at john.sample@montgomerycountymd.gov with any questions.

Supporting Documents

Upload required medical certification forms/documentation **

Add Attachment

Title	Type	Description	Category
No results found.			

4. Enter a title for the document in the **Title** field (optional). Click the **Browse** button to find your document.

Add Attachment

Attachment Summary Information

Optional → Title: Medical Certification for John Sample

Description:

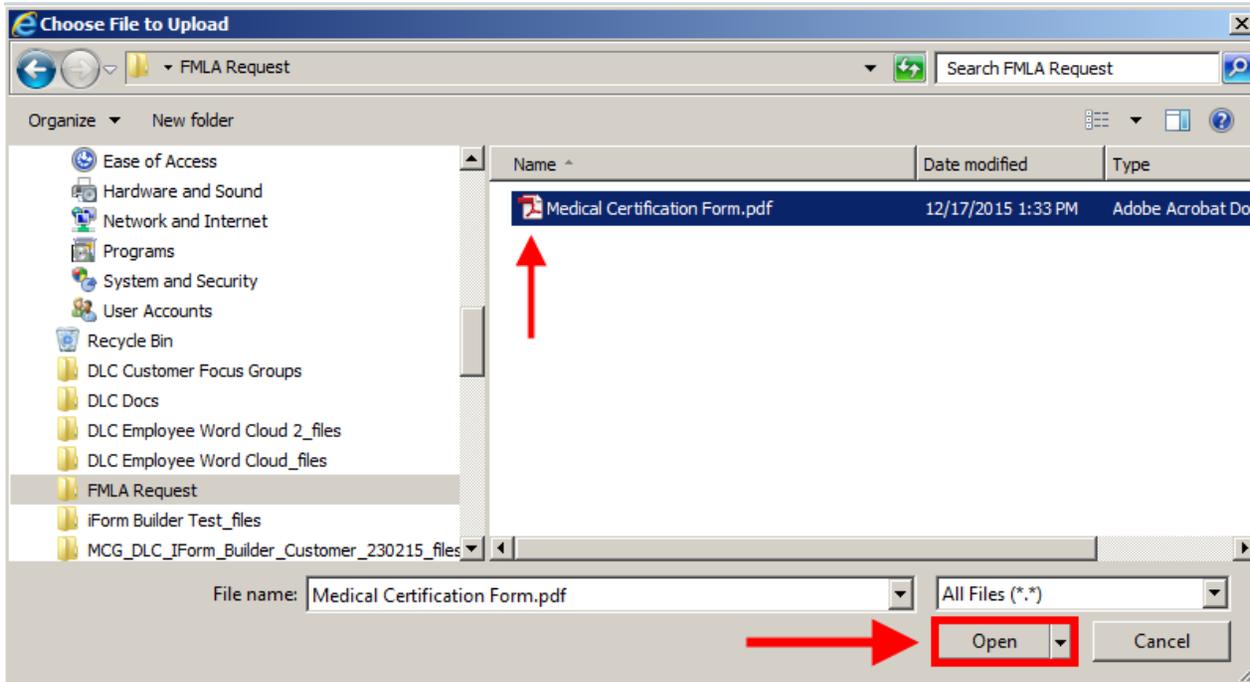
Category: Miscellaneous

Define Attachment

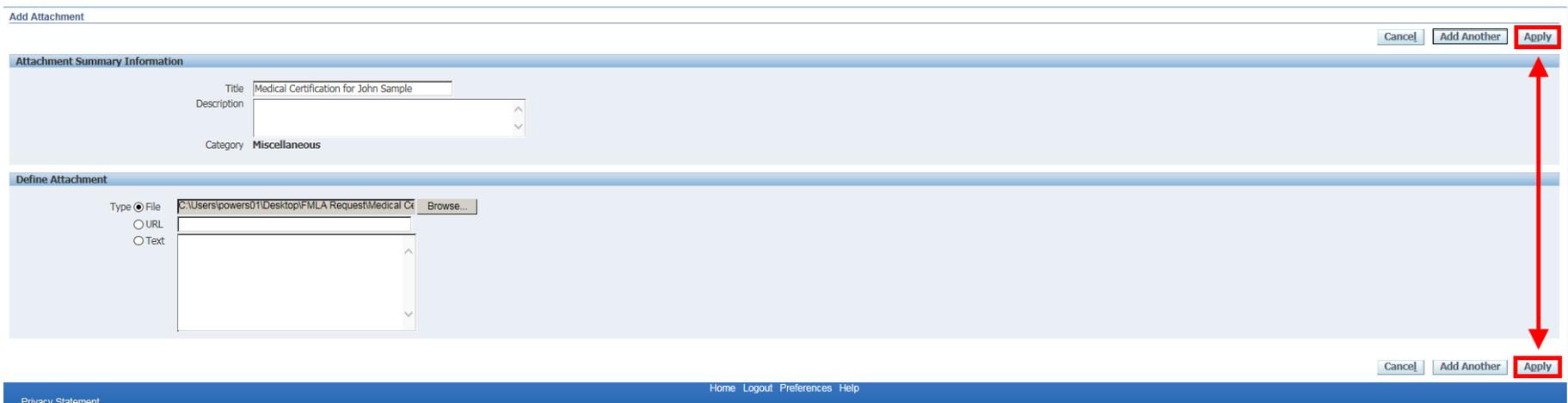
Type: File URL Text

Browse...

5. To upload your document, scan it then navigate to its location on your computer, click on the document, and click **Open**.



6. Click **Apply** located to the far right of the screen. **Note:** if you have more documents to attached, click the Add Another button.



8. Once you have completed the review of your request, Click **Submit**

Create FMLA: Review FMLA Request

Employee Name **Sample, John** Employee Number **0000**
Organization Email Address john.sample@montgomerycountymd.gov Business Group **Montgomery County MD**
Retirement Eligibility Date **19-Feb-2008** Context Value

Buttons: Cancel Printable Page Save For Later Back **Submit**

FMLA Review Details

Proposed

Absence Status
Absence Type MCG FMLA Hours
Absence Category FMLA
Absence Reason Self
Start Date 17-Jun-2015
End Date 01-Jul-2015
Comments Completed medical certification for is now attached. Please contact me at john.sample@montgomerycountymd.gov with any questions.

Approvers

Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show 1	MCG FMLA Approver	Position Control Roles	1	Approver		

Buttons: Cancel Printable Page Save For Later Back **Submit**

~ End Process ~

FMLA requests cannot be reviewed or processed for approval without a **COMPLETE** and **SUFFICIENT** medical certification. All pages must be completed in their entirety.

A Complete and Sufficient FMLA application must include, but is not limited to:

- ✓ Notation of Duration & Frequency
- ✓ Notation of Current office visits (last 90 days)
- ✓ HCP (healthcare provider) Signature
- ✓ Notation of Estimated treatment schedule
- ✓ No missing pages or incomplete pages

Failure to provide a complete and sufficient FMLA application can result in a delay and/or denial of your FMLA request.