

Committing Intermittent FMLA Leave Time (Supervisor & Manager)



Purpose

A manager can access the **Quick Leave Editor** from an employee's **schedule** to enter **intermittent** leave time for an open leave case. The **Quick Leave Editor** lets you view, add, and modify entered leave time in the Current Pay Period ONLY .

Example - An employee has an ongoing physical therapy or doctor's appointment after returning to work.

An employee with an open intermittent leave case requests 8 hours of leave time on the first Monday of next month for physical therapy. The employee's shift starts at 7:00 AM. You want to use the **Quick Leave Editor** to enter and commit the intermittent leave time.

Steps

1. Select the employee you would like to commit FMLA time to, Click the  button and select "**Schedules**".
2. Click the  button and select "**Quick Leave Editor**".
3. In the **Leave Time Amount** column, click the cell for the applicable days, enter the number of leave time hours, and click **Next**.
4. **Enter the start time** for when you would like the FML hours to begin, select **Override Shift**, then select **Whole shift** or **Partial Shift**.
5. Click **Save**.

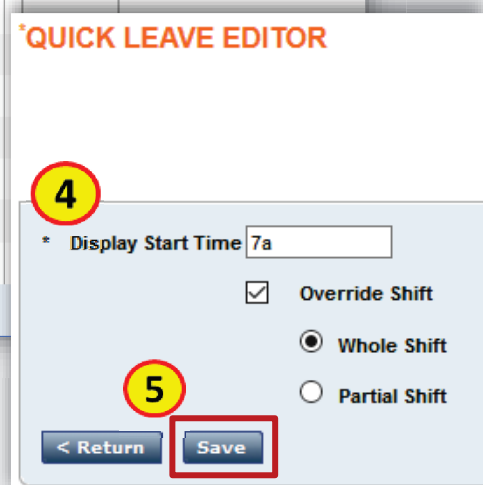
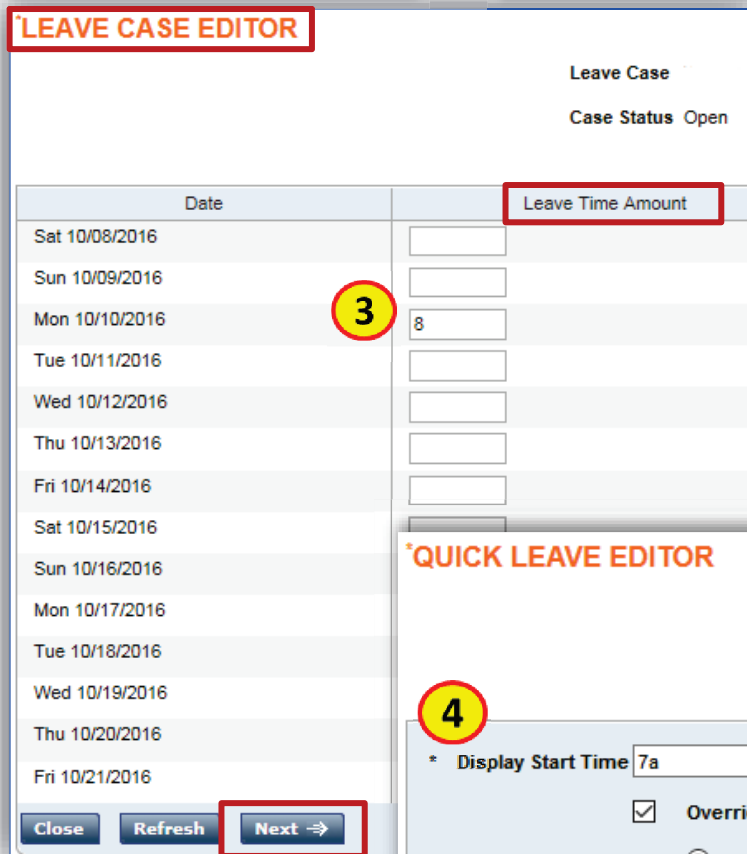
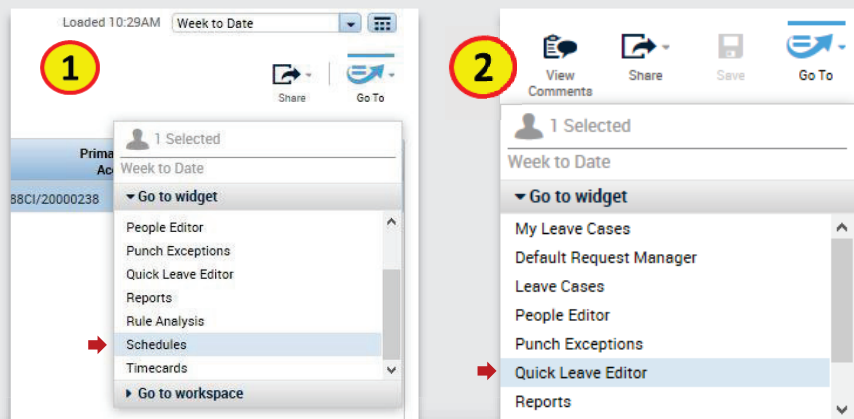
You should see the change immediately after refreshing the schedule. You can also verify on the employees **Timecard** (You may have to refresh so the entries can appear).

Note: If the employee is using less than a full day of FMLA time, enter the time the employee left and make sure "**Partial Shift**" is selected.

"**Whole Shift**" & "**Partial Shift**" time entries must be performed separately.

Evening & Night Shift

Employees - Please **do not** **Override Shift** when using the "**Whole Shift**" option.



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City Council	Ruiz, Alejandra - FIN	Alejandra.Ruiz@houstontx.gov	(838) 393-0781
City Secretary's Office	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7223
Controllers Department	Zeno, Sandra - HR	Sandra.Zeno@houstontx.gov	(832) 393-3443
Convention and Entertainment	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7233
Department of Neighborhoods	Harris-Hoskin, Yolanda - HR	Yolanda.Harris-Hoskin@houstontx.gov	(832) 393-6052
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Houston Airport System	Maldonado, Ana - HR	Ana.Maldonado@houstontx.gov	(281) 233-1615
Houston Emergency Center	Blackshear, Shirley - HEC	Shirley.Blackshear@houstontx.gov	(832) 393-2772
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Houston Public Works *(N-Z)	Dwellingham, Dorothy - HR	Dorothy.Dwellingham@houstontx.gov	(832) 393-6028
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Office of Business Opportunities	Martinez, Sergio - HR	Sergio.Martinez2@houstontx.gov	(832) 393-7233
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Planning & Development	Rojas, Reina - HR	Reina.Rojas@houstontx.gov	(832) 393-6532
Solid Waste Management	Lopez, Karen - HR	Karen.Lopez@houstontx.gov	(832) 395-7111

*Assigned coordinator based on the first letter of an employee's last name

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