

Requesting an FMLA or MLOA Absence Using a Journey

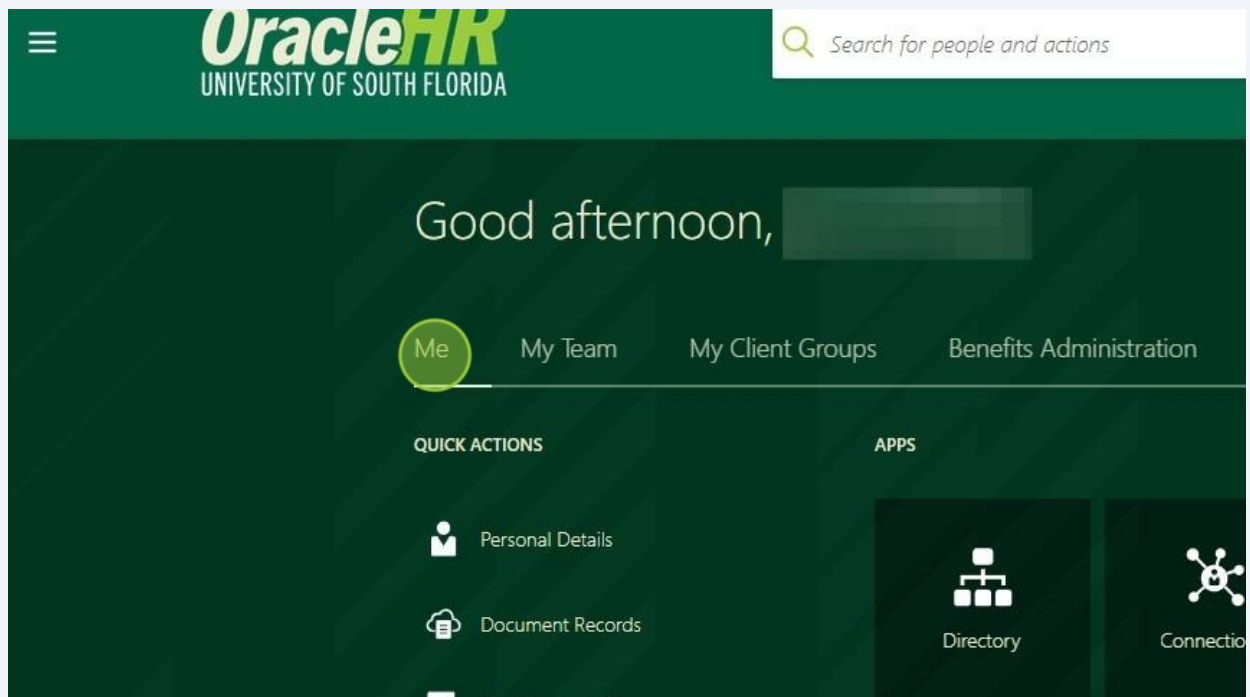


1

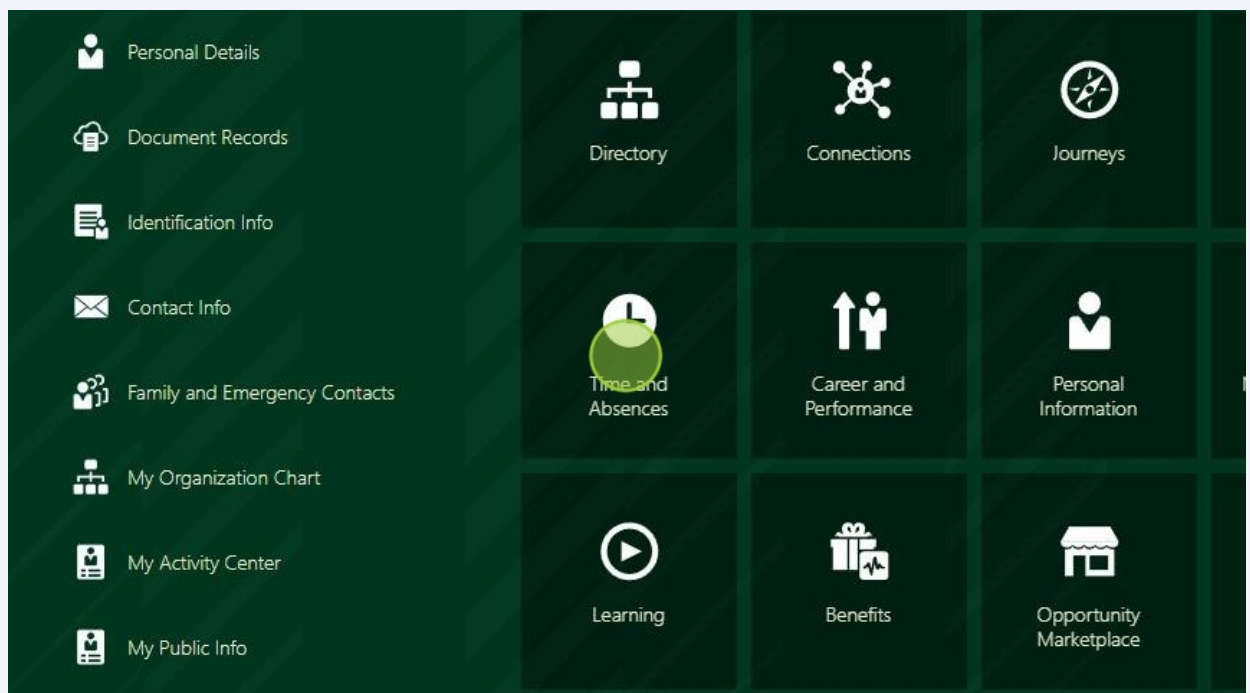
In this session, we'll walk through the process of Requesting Family Medical Leave Act, known as FMLA, or Medical Leave of Absence, known as MLOA, using a Journey. First, you will need to navigate to Oracle HR and sign in.



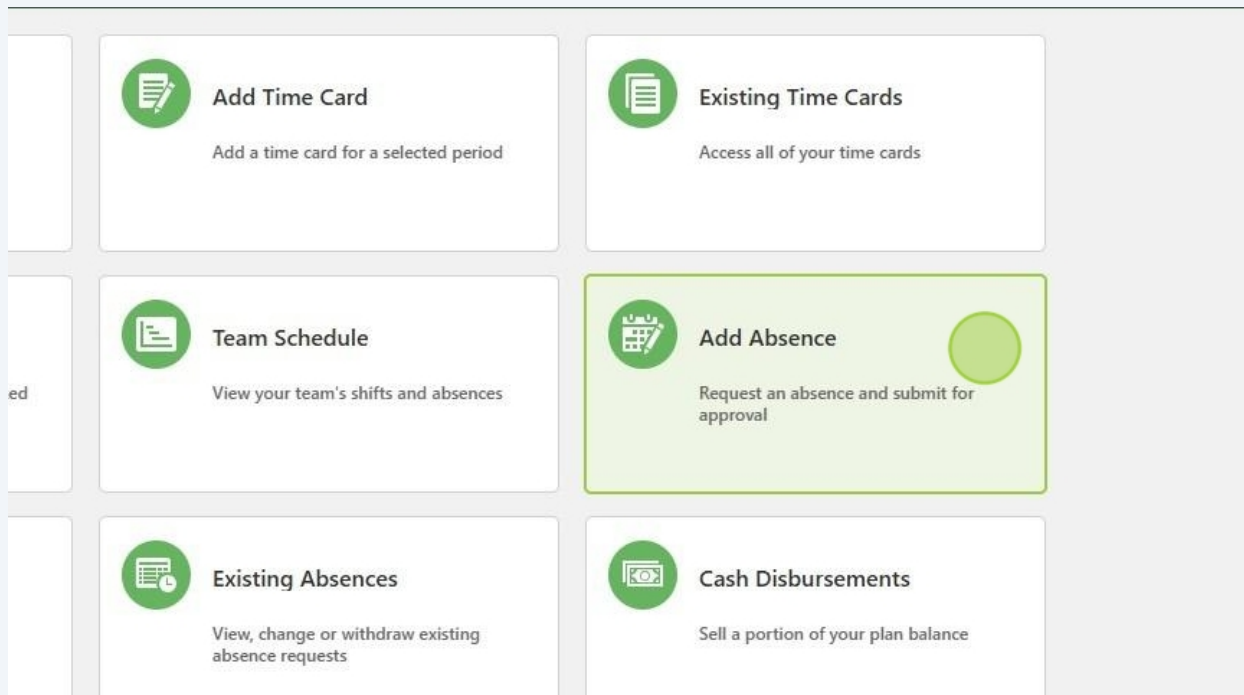
2 Select "Me".



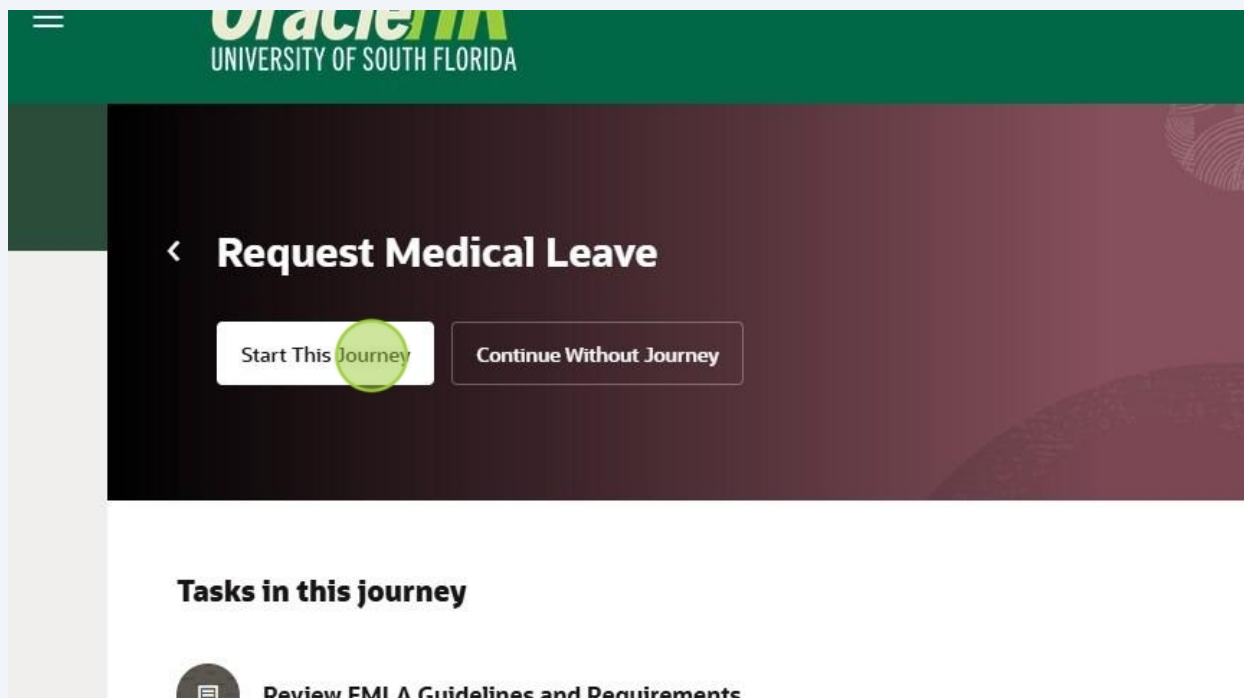
3 Select "Time and Absences".



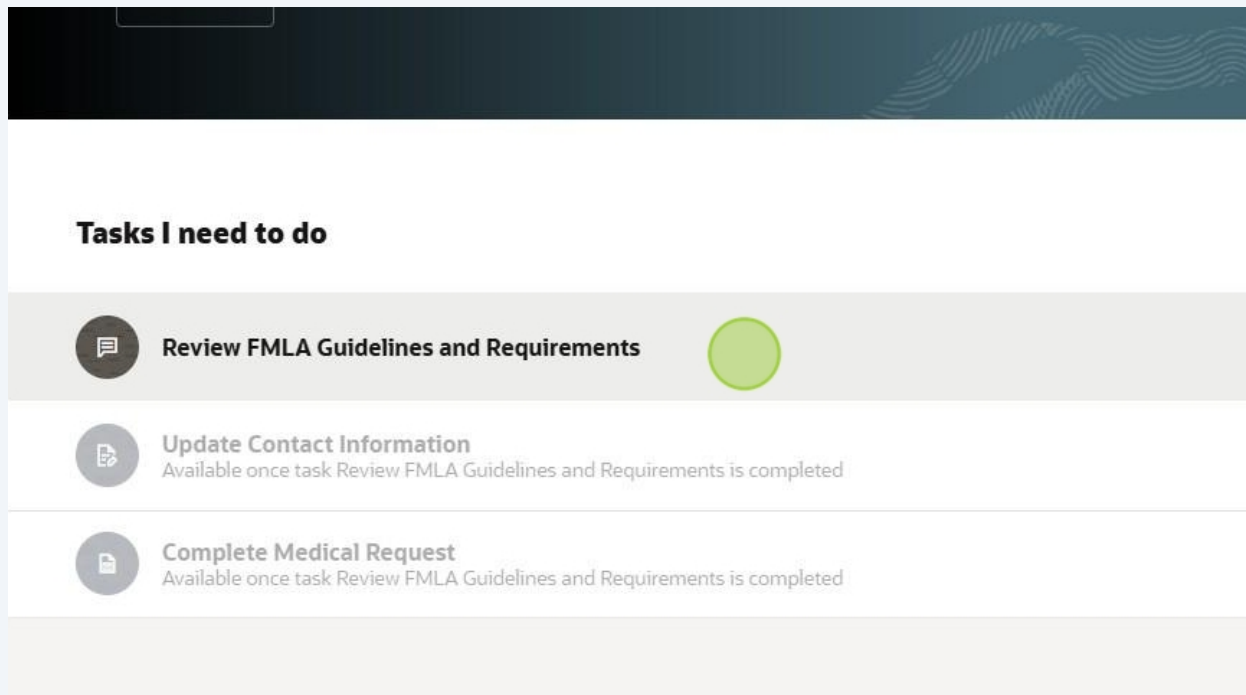
4 Select "Add Absence".



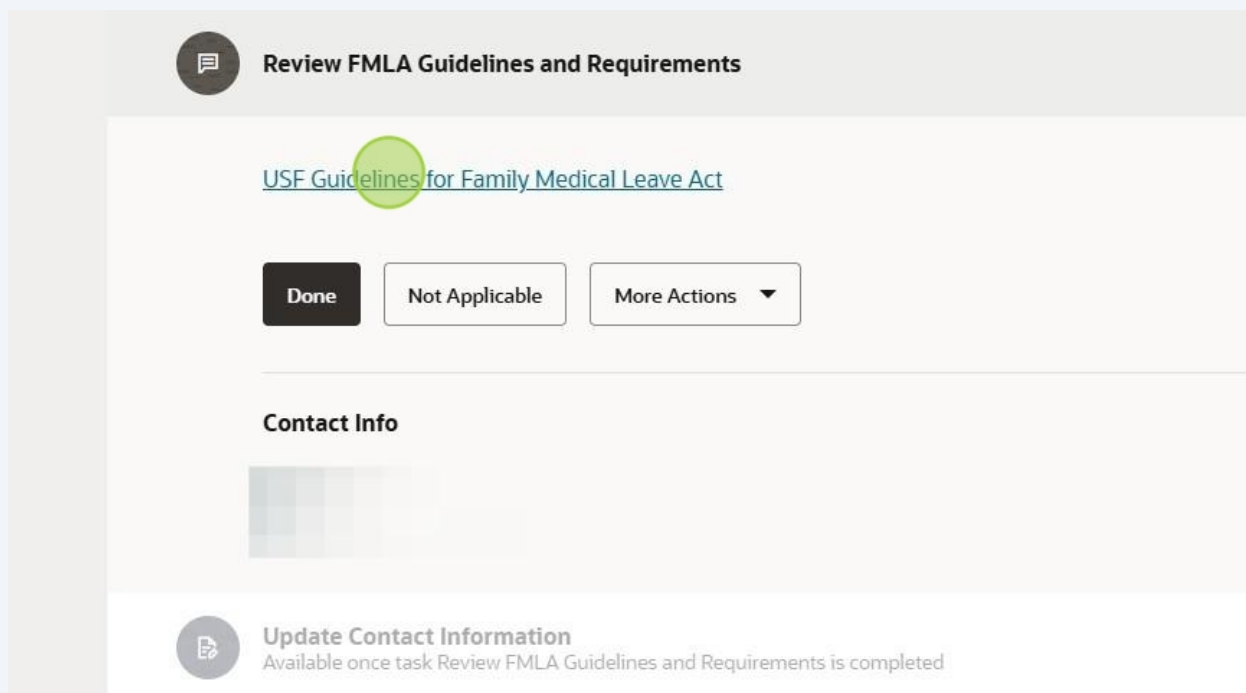
5 Select "Start This Journey".



- 6 Select the "Review FMLA Guidelines and Requirements bar."



- 7 When you do, more information will appear. Then, select "USF Guidelines for Family Medical Leave Act" to open up the link.



8

You will be taken to the USF Family Medical Leave Act website to review the information. When you are done, return to the previous page.

[CONTACT](#) ▾[BENEFITS](#) ▾[RESOURCES](#) ▾[SUCCESS CENTER](#)[PROCEDURES](#) ▾

Attendance & Leave

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OVERVIEW

FAMILY MEDICAL LEAVE ACT

GUIDE FOR EMPLOYEES

GUIDE FOR SUPERVISORS

GUIDE FOR LEAVE COORDINATORS

FAMILY MEDICAL LEAVE ACT

WHAT IS FMLA?

The intent of the Family and Medical Leave Act (FMLA) is to allow employees 480 hours of job-protected leave to meet medical and family care needs while maintaining job and economic security.

If you need to request FMLA leave or you are a supervisor looking for more

9

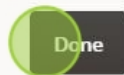
After returning, select "Done".

Tasks I need to do



Review FMLA Guidelines and Requirements

[USF Guidelines for Family Medical Leave Act](#)

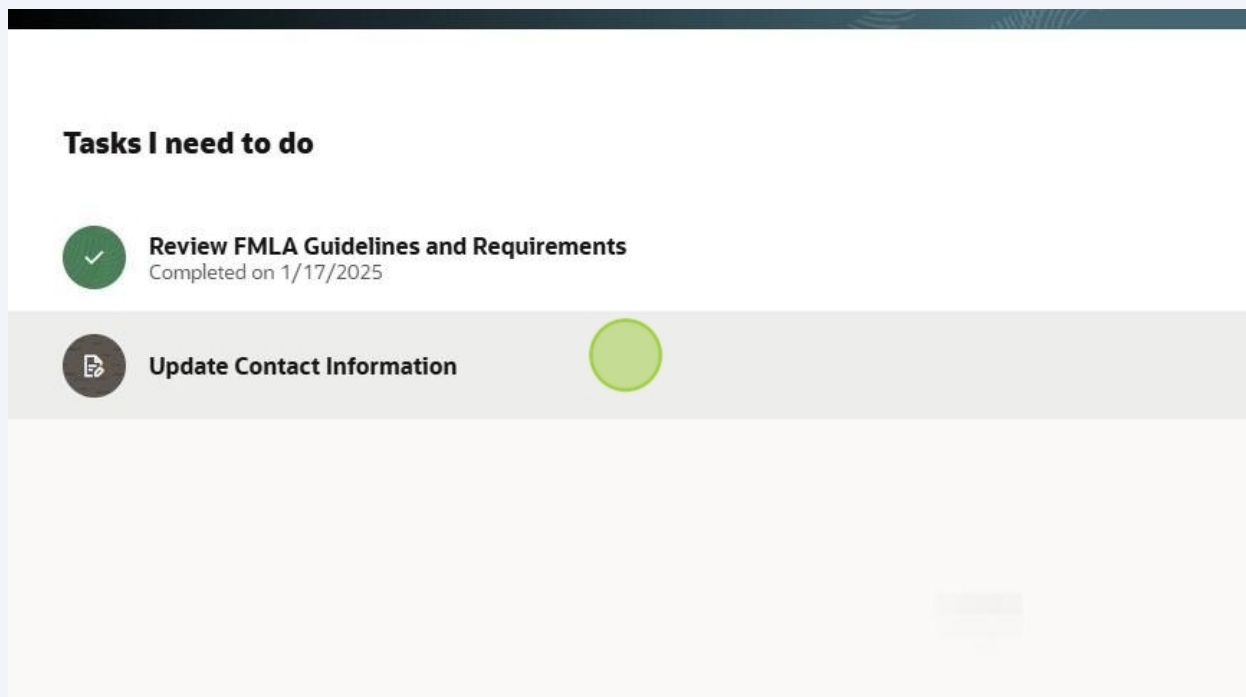


Not Applicable

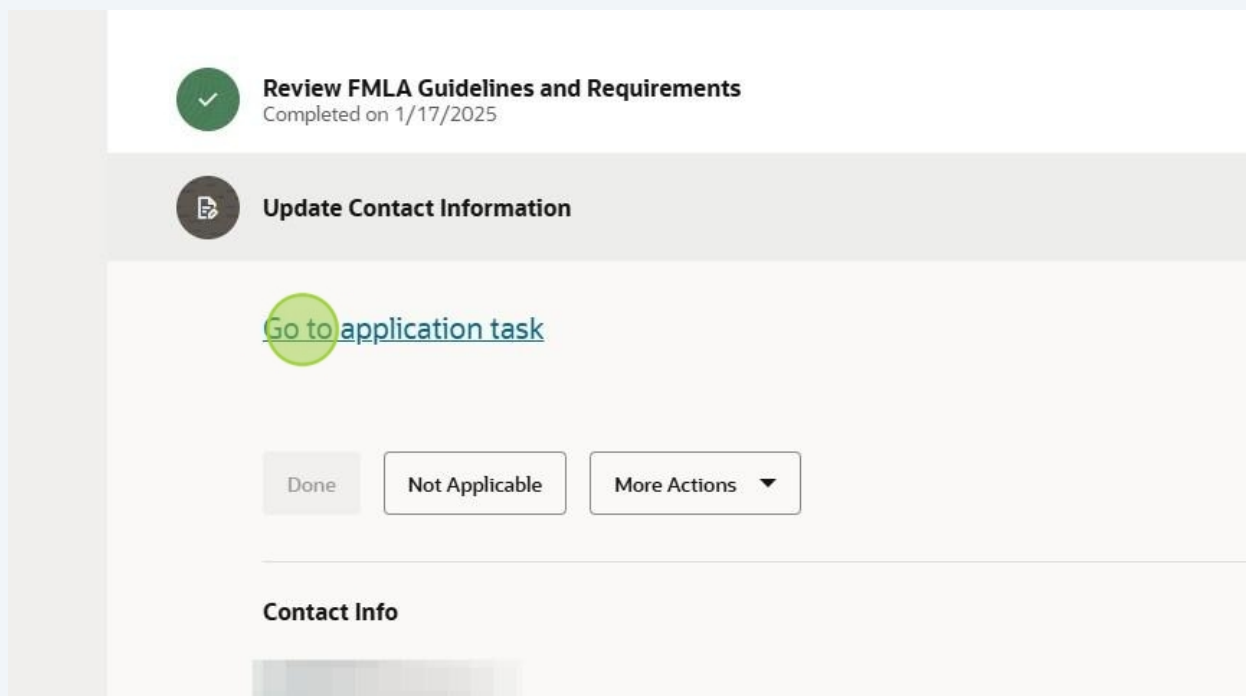
More Actions ▾

Contact Info

10 Now, select the "Update Contact Information" bar.



11 When you do, more information will appear. Select, "Go to application task".



12

Another page will appear. It is important to review this information, as it is the method of contact that will be used to contact you when on FMLA or MLOA. To add simply select the "Add" icons and to edit, select the "Edit" pencil icons.

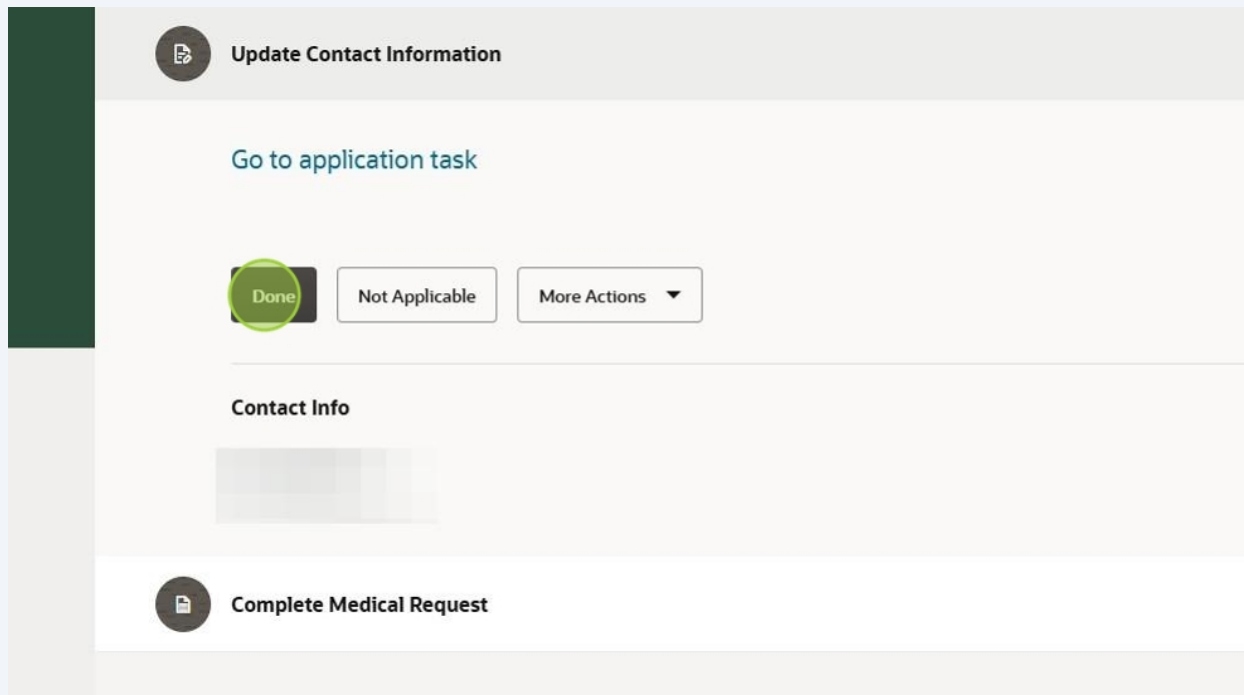
The screenshot shows a mobile application interface with two main sections: 'Communication' and 'Address'. The 'Communication' section has a title bar with a '+ Add' button and an expand/collapse arrow. It contains three rows: 'Home Mobile Phone' (selected with a blue checkmark), 'Work Email', and 'Home Email'. Each row has a text input field and a pencil icon for editing. The 'Address' section also has a title bar with a '+ Add' button and an expand/collapse arrow. It contains one row: 'Home Address' (selected with a blue checkmark), with a 'Start Date' field and a pencil icon. Below the 'Address' section is an 'Order of Preference' section with a green circle and a checkmark. On the right side of the screen, there is a vertical toolbar with an information icon (i) and a numeric keypad icon.

13

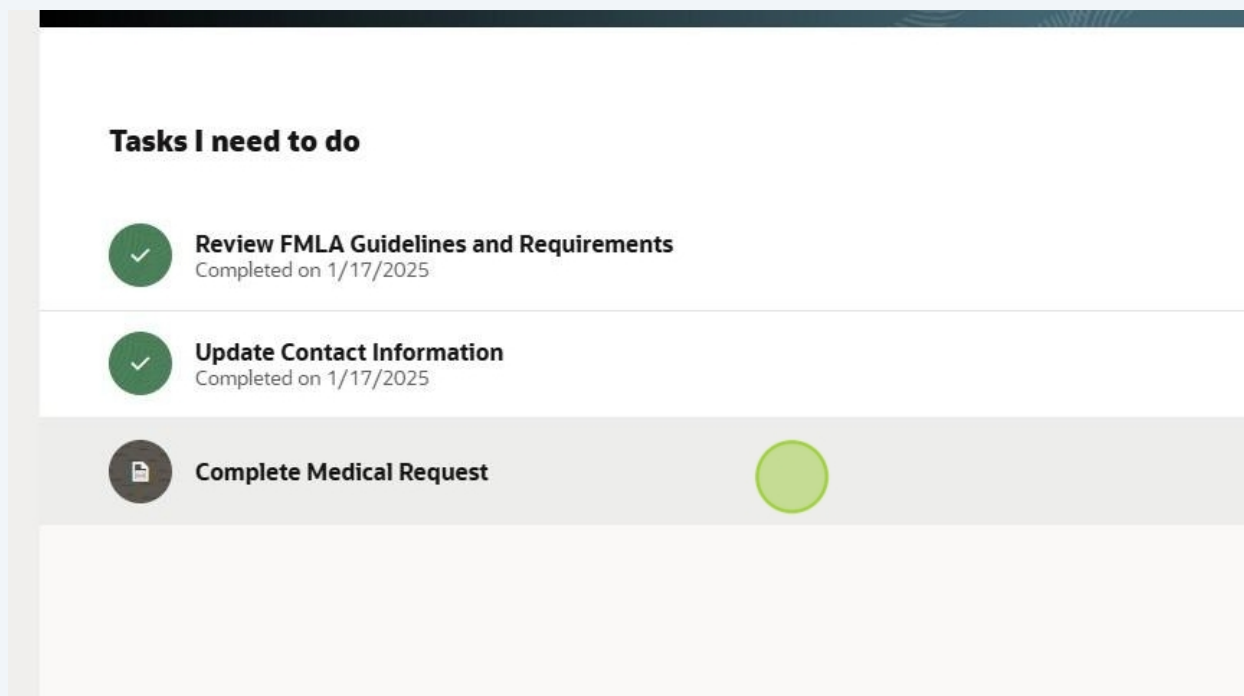
When you are done, select the back arrow at the top left of the page to return to the previous screen.

The screenshot shows the 'Contact Info' screen in a mobile application. At the top, there is a green header with the University of South Florida logo and name. Below the header is a dark green bar with a back arrow icon on the left and the title 'Contact Info'. The main content area is white and contains the 'Communication' section. This section has a title bar with a '+ Add' button and an expand/collapse arrow. It contains three rows: 'Home Mobile Phone' (selected with a blue checkmark), 'Work Email', and 'Home Email'. Each row has a text input field and a pencil icon for editing. On the left side of the screen, there is a vertical toolbar with a back arrow icon and a numeric keypad icon.

14 Then you will select "Done".



15 Next you will select the "Complete Medical Request" bar.



- 16 Again, more information will appear. Select, "Go to website".

Completed on 1/17/2025

✓ **Update Contact Information**
Completed on 1/17/2025

📄 **Complete Medical Request**

[Go to website](#)

Done Not Applicable More Actions ▼

Work info

- 17 Another page will appear. You must ensure that you complete all necessary fields on this page. Document type, which is shown here, is pre-populated.

Document Submit

* Document Type
USF Medical Leave Request

* Request For:

* Date of Request
m/d/yyyy

* Employee Contact Number

* Preferred Method for Correspondence while out on leave:

* Reason for requested leave:

** If Spouse is USF employee, provide full name:

Category
Absence

Country
United States

If health condition affecting qualifying family member

If Military Caregiver or Exigency:

* I request the leave to be:

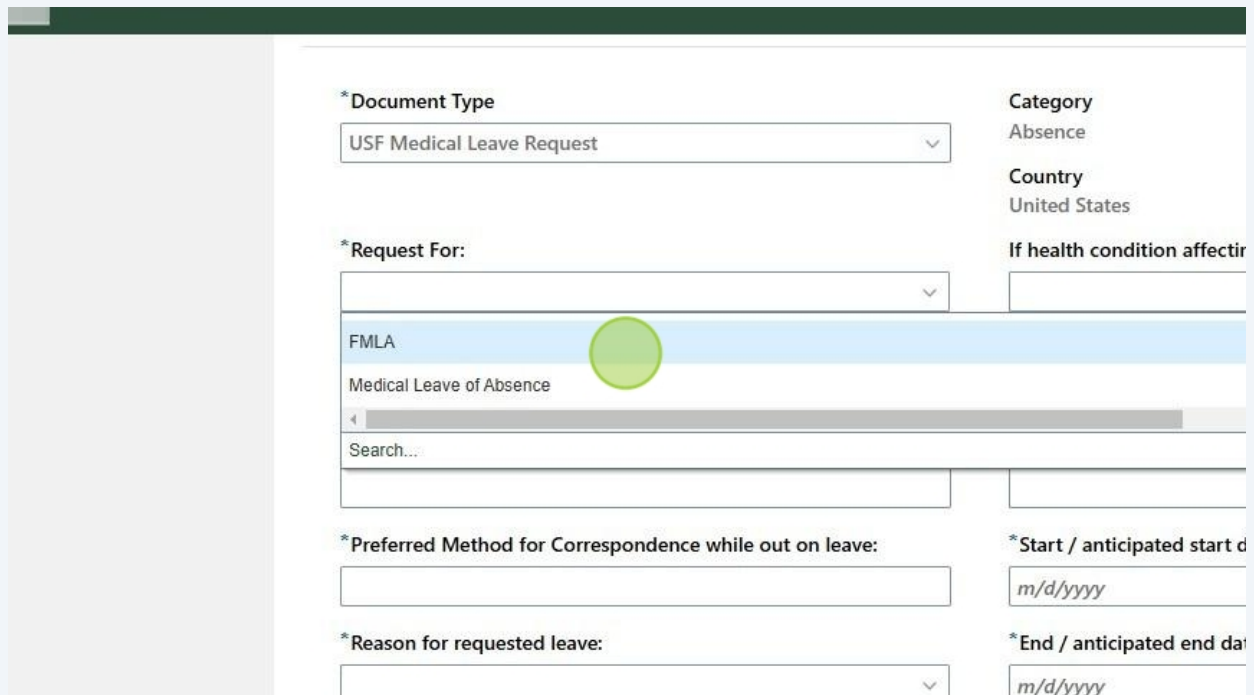
* Start / anticipated start date:
m/d/yyyy

* End / anticipated end date:
m/d/yyyy

* Employee Signature:

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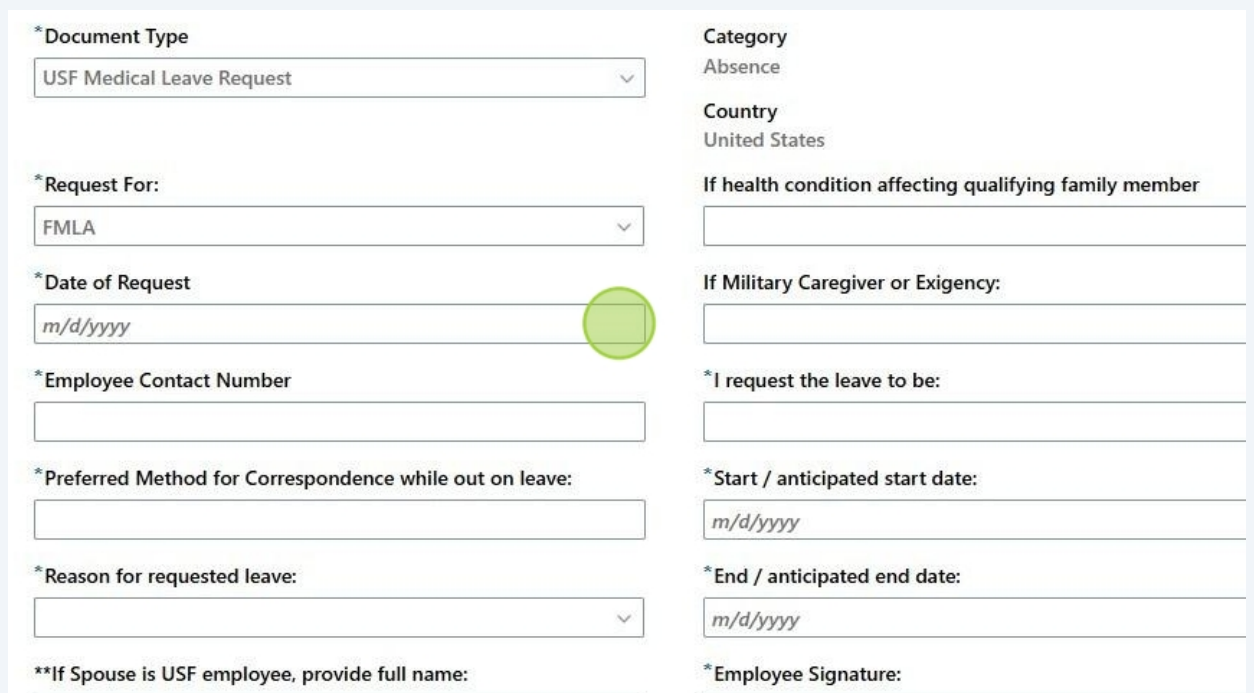
Then select the "Request For" dropdown to choose. FMLA should be your first step. To apply for MLOA, your request for FMLA should first be denied.



The screenshot shows a web form for a "USF Medical Leave Request". The "Document Type" is set to "USF Medical Leave Request". The "Category" is "Absence" and the "Country" is "United States". The "Request For:" dropdown menu is open, showing "FMLA" as the selected option, highlighted with a green circle. Below the dropdown is a search bar. To the right of the dropdown, there are fields for "If health condition affecting" and "If health condition affecting qualifying family member". At the bottom, there are fields for "Preferred Method for Correspondence while out on leave:", "Reason for requested leave:", "Start / anticipated start date:", and "End / anticipated end date:".

19

Select today's date for the "Date of Request".



The screenshot shows the same web form as above, but now the "Date of Request" field is highlighted with a green circle. The "Request For:" dropdown menu is still open, showing "FMLA" as the selected option. The "Date of Request" field contains the placeholder text "m/d/yyyy". The "Preferred Method for Correspondence while out on leave:" field is empty. The "Reason for requested leave:" field is empty. The "Start / anticipated start date:" field contains the placeholder text "m/d/yyyy". The "End / anticipated end date:" field contains the placeholder text "m/d/yyyy". The "Employee Signature:" field is empty.

20

Then fill in your personal contact number and not a USF contact number. As well as the preferred method of correspondence while you are on leave, which can be email, phone number, or regular mail.

*Request For:

FMLA

*Date of Request

1/17/2025

*Employee Contact Number

*Preferred Method for Correspondence while out on leave:

*Reason for requested leave:

**If Spouse is USF employee, provide full name:

Attachments

United States

If health condition affecting qualifying family member

If Military Caregiver or Exigency:

*I request the leave to be:

*Start / anticipated start date:

m/d/yyyy

*End / anticipated end date:

m/d/yyyy

*Employee Signature:

21

Choose a "Reason for requested leave" from the dropdown.

*Date of Request

1/17/2025

*Employee Contact Number

*Preferred Method for Correspondence while out on leave:

*Reason for requested leave:

A previously approved FMLA case for the current fiscal year (7/1 through 6/30)

A serious health condition affecting a qualifying family member

Military Caregiver

Military Exigency

My serious health condition

Placement of child with me for adoption or foster care **

The birth of my child **

If Military Caregiver or Exigency:

*I request the leave to be:

*Start / anticipated start date:

m/d/yyyy


*End / anticipated end date:

m/d/yyyy

22 Provide your spouse's full name if they are a USF employee.

*Employee Contact Number	*I request the leave to be:
<input type="text"/>	<input type="text"/>
*Preferred Method for Correspondence while out on leave:	*Start / anticipated start date:
<input type="text"/>	<input type="text" value="m/d/yyyy"/>
*Reason for requested leave:	*End / anticipated end date:
A previously approved FMLA case for the current fiscal year (<input type="button" value="v"/>)	<input type="text" value="m/d/yyyy"/>
**If Spouse is USF employee, provide full name:	*Employee Signature:
<input type="text"/>	<input type="text"/>

Attachments

 Drag files here or click to add attachment

23 Select from this dropdown, if applicable.

*Document Type	Category
USF Medical Leave Request <input type="button" value="v"/>	Absence
	Country
	United States
*Request For:	If health condition affecting qualifying family member
FMLA <input type="button" value="v"/>	<input type="button" value="v"/>
*Date of Req	
1/17/2025	
*Employee C	
<input type="text"/>	
*Preferred M	
<input type="text"/>	
*Reason for requested leave:	End / anticipated end date:
A previously approved FMLA case for the current fiscal year (<input type="button" value="v"/>)	<input type="text" value="m/d/yyyy"/>
**If Spouse is USF employee, provide full name:	*Employee Signature:
<input type="text"/>	<input type="text"/>

24 Select from this dropdown, if applicable.

Category
Absence

Country
United States

If health condition affecting qualifying family member

If Military Caregiver or Exigency:

name: Employee Signature:

25 Then select "Continuous" or "Intermittent" from the final dropdown.

Document Type
USF Medical Leave Request

Category
Absence

Country
United States

*Request For:
FMLA

*Date of Request
1/17/2025

*Employee Contact Number

*I request the leave to be:

*Preferred Method
Continuous - absence that is three days or longer in a single occurrence.
Intermittent - absence has periodic occurrences with time worked between absences.


*Reason for request
Search...
A previously approved FMLA case for the current fiscal year ()

**If Spouse is USF employee, provide full name:




*Employee Signature:

Attachments

26 Select the "Start Date" calendar icon and choose the date you wish to start leave.

<input type="text"/>	If health condition affecting qualifying family member <input type="text"/>
<input type="text"/>	If Military Caregiver or Exigency: <input type="text"/>
<input type="text"/>	*I request the leave to be: <input type="text"/>
Correspondence while out on leave: <input type="text"/>	*Start / anticipated start date: <input type="text" value="m/d/yyyy"/> 
Case for the current fiscal year (<input type="text"/>	*End / anticipated end date: <input type="text" value="m/d/yyyy"/> 
provide full name: <input type="text"/>	*Employee Signature: <input type="text"/>

27 Select the "End Date" calendar icon and choose the date you wish to end leave.

	If Military Caregiver or Exigency: <input type="text"/>
<input type="text"/>	*I request the leave to be: <input type="text"/>
<input type="text"/>	*Start / anticipated start date: <input type="text" value="m/d/yyyy"/> 
<input type="text"/>	*End / anticipated end date: <input type="text" value="m/d/yyyy"/> 
<input type="text"/>	*Employee Signature: <input type="text"/>

1 attachment

- 28 Finally, add your signature in the "Employee Signature" area.

The screenshot shows a leave request form with the following fields and labels:

- *I request the leave to be:** (Dropdown menu)
- *Start / anticipated start date:** (Date field with placeholder *m/d/yyyy*)
- *End / anticipated end date:** (Date field with placeholder *m/d/yyyy*)
- *Employee Signature:** (Text field with a green circle highlighting the end of the field)
- Provide full name:** (Text field)
- Case for the current fiscal year:** (Dropdown menu)
- Attendance while out on leave:** (Text field)
- Drag files here or click to add attachment** (Attachment area with a dashed border and a dropdown arrow)

- 29 When all fields are completed as required, scroll back to the top of the page and select "Submit". If you change your mind and no longer wish to submit the request, you may select "Cancel".

The screenshot shows the bottom of the form with the following elements:

- Submit** (Button with a green circle highlighting it)
- Cancel** (Button)
- Category** (Dropdown menu with *Absence* selected)
- Country** (Dropdown menu with *United States* selected)
- If health condition affecting qualifying family member** (Text field)
- Search, Home, Star, Flag, Bell** (Navigation icons)
- Info icon** (Icon with an 'i' in a circle)