



How to Submit Intermittent FML & PFML in Workday

1



Step 1: Request Absence

- Open Workday
- Open your Worker Profile
- Click **Actions**
- Select **Time and Absence**
- Select **Request Absence**
- Click **Type of Absence**

2



Step 2: Select Intermittent Time Off

- 2a. Intermittent Family Medical Leave (FML) Time Off
- 2b. Intermittent Paid Family Medical Leave (PFML) Time Off



How much time are you requesting?

Less than 4 hours



Select
Intermittent Family Medical Leave (FML) Time Off



Then select
Intermittent FML – Paid by (Sick, Annual, Personal, etc.) Time Off

Less than 4 hours, not eligible for FML



Select
Regular Accrued Time Off (Annual, Personal, Sick, etc.)

4 or more hours



Select
Intermittent Paid Family Medical Leave (PFML) Time Off



Choose one:

- PFML Only
- Intermittent PFML Concurrent with FML



REMINDER

Paid Family Medical Leave (PFML) only covers intermittent absences of 4 or more hours.



If you are **eligible for FML**, you will need to use Intermittent FML pay by Paid Time Off.



If you are **not eligible for FML**, you will use regular accrued time off.



How to Submit Intermittent Family Medical Leave (FML) and Paid Family Medical Leave (PFML) Time Off in Workday

This guide contains steps for employees to submit intermittent FML and PFML time off in Workday. Below are the paid time off options you should choose depending on your leave approval and number of hours requested.

Paid Family Medical Leave (PFML) will only cover intermittent absences of 4 or more hours.

Depending on what type of leave of absence(s) you have been approved for:

- If taking 4 or more hours of time off, you will use
 - **Intermittent Paid Family Medical Leave**, or
 - **Intermittent Paid Family Medical Leave - Running Concurrent with Family Medical Leave Time Off**
- If taking less than 4 hours of time off, you will use **Intermittent FML Paid by Time Off**
- If not approved for FML and taking less than 4 hours of time off, you will use “regular” Accrued Time Off.

Instructions

Step 1: Request Absence in Workday

- On your Worker profile, click Actions.
- Select Time and Absence, and
- Select Request Absence
- Select date(s)
- Select Continue

Calendar

Date Range

July 2026

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

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Cancel

Continue



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Step 2: On the Type of Absence screen, refer to your approval(s) and the amount of time off you are taking, select one of the following:

- **Intermittent Family Medical Leave (FML) Time Off** - for absences less than 4 hours
- **Intermittent Paid Family Medical Leave (PFML) Time Off** - for absences more than 4 hours

Type of Absence *

Step 3a: Intermittent Family Medical Leave (FML) Time

3a. Intermittent Family Medical Leave (FML) Time Off

- Select the leave bank of your preference (annual, personal, sick, etc.)

Choose this option if taking less than 4 hours of time off.

or

Type of Absence *

Step 3b: Intermittent Paid Family Medical Leave (PFML) Time Off

3b. Intermittent Paid Family Medical Leave (PFML) Time Off

- **Intermittent Paid Family Medical Leave** - If only approved for PFML only
- **Intermittent Paid Family Medical Leave - Running Concurrent with Family Medical Leave Time Off** - if approved for PFML and FML

Choose this option if taking more than 4 hours of time off. You may reference your Designation notice in your Workday documents.

Type of Absence *



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Step 4: After Selecting Type of Absence

- Position: If you have more than two positions, Workday will prompt you to choose
- Reason: Select the reason for your approved leave of absence
- Hours (Daily): Submit the number of hours
- Submit Request

Your request will go to UHR Leave for approval - please follow institutional call-in procedures and notify your supervisor as needed for your PFML/ FML related absences