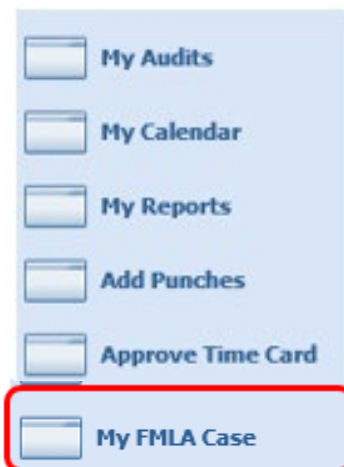


## Request NEW FMLA\* Case (\*FMLA, Work Comp, and/or Military Leave)

1. Click My FMLA Case Widget:



2. Click Request New Leave Case:



3. The Request New Leave Case box opens:

### REQUEST NEW LEAVE CASE

\* Leave Category:

\* Leave Reason:

Leave Frequency:

\* Leave Start Date:

Leave End Date:

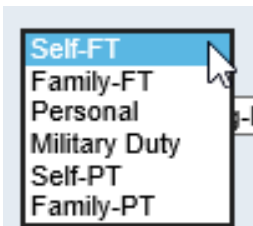
Leave Hours:

\* Approximate Daily Leave Hours:

Temporary Mailing Address:

\* Describe Details of your Request:

4. Select Leave Category:



#### LEAVE CATEGORIES

Self-FT = FMLA for self (full time employee)  
 Self-PT = FMLA for self (part time employee)  
 Family-FT = FMLA for family (full time employee)  
 Family-PT = FMLA for family (part time employee)  
 Military Duty = Active/Emergency  
 Personal = NON-FMLA Work Comp or Sabbatical

5. Select Leave Reason (will correspond to Leave Category)

6. Leave Frequency

- Continuous – Single block of time (for example, 3 weeks for surgery)
- Intermittent – multiple, smaller blocks of time (for example, occasional for physical therapy)

7. Leave Start Date

8. Leave End Date (if known). Can leave blank if uncertain at time of submission
9. Leave Hours
  - Same Hours each day
  - Variable Hours
10. Appx Daily leave hours
  - If same each day = enter amount daily
  - If variable = enter amount if known
11. Temporary mailing address = best contact method while on FML
  - Example: Cell phone, email, out of town address
12. Describe Details of your Request:  
Can enter any kind of details to further clarify the request such as physical therapy appointment schedule or estimated return dates, etc.

**NOTE:**

Locate FML information at: <https://beta.juneau.org/human-resources/employee-forms-info>

Email FML paperwork to: [cbjleaveadmin@juneau.org](mailto:cbjleaveadmin@juneau.org)