

PER-19 LOA Checklist FMLA

The purpose of this job aid is to provide a checklist of items to be completed for employees on Family Medical Leave Act (FMLA).

Items to be Completed for Employees:

- View IT0000. Ensure that EE is not already on an LOA.
- View EE's eligibility for any requested leave.
- Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
- If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
- Communicate with the Benefits Representative of the EE going on LOA – the Benefits Rep has additional responsibilities in communication with the EE.
- If FMLA Workbench is used, make sure HR enters the LOA first.
- Coordinate with the Time/Leave Administrator as they are responsible for tracking FMLA eligibility and # of hours the employee has used.
- Make sure that notes are entered both on the PCR and on the Action.
- Do NOT enter “Last Day Worked” on Employee Action Request (PCR).
- On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.
- With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates up to the holiday. A subsequent PA30 transaction for IT2001 is needed to document the holiday itself. A follow-up PA30, IT2001 is needed to document leave taken after the holiday. Repeat if multiple holidays.
- When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee's original work schedule and time recording are entered.

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