

Manager Request on Employee’s Behalf for Usage of Family & Medical Leave or New Parent Leave

Question: Can managers submit extended absence requests (FML or NPL) on behalf of employees?

Answer: No. Only employees and absence administrators can submit extended absence requests.

1. If an employee is unable to *initiate* an FML or NPL request to obtain approval, Manager must contact an Absence Administrator.
 - a. For most state agencies, State Personnel Department’s Employee Relations Division staff are your administrators. Call 855.773.4647, Option 4.
 - b. For others, contact your Human Resources Office.
2. If an employee is unable to submit a subsequent request to *use* those leave hours under an FML or NPL approval, then a manager should follow the procedures below.
3. *DO NOT attach any medical documentation to a ticket nor reference any medical conditions.*

PROCEDURES for REQUESTING USAGE of FML or NPL on behalf of an Employee

Complete the table below and attach this document to a ticket submitted through one of these options:

- HelpDesk Desktop App
- <https://webhda.iot.in.gov> (outside of SOI network)
- <https://vsm.iot.in.gov/vsm/portal.aspx> (network)

Subject Line must state: Please route to SPD-Employee Relations

Employee’s Name:							
Employee’s PeopleSoft ID #:							
Business Unit (BU#) or Agency Name:							
Manager’s Name:							
<i>State date and number of hours to be charged in each appropriate box below:</i>							
	SUN	MON	TUES	WED	THURS	FRI	SAT
DATE(S):							
FML Unpaid							
FML with Sick							
FML with Vacation							
FML with Personal							
FML with Comp Time							
NPL							
NPL with FML							
	SUN	MON	TUES	WED	THURS	FRI	SAT
DATE(S):							
FML Unpaid							
FML with Sick							
FML with Vacation							
FML with Personal							
FML with Comp Time							
NPL							
NPL with FML							

NOTE: The IOT HelpDesk Ticketing process includes a route through the SPD’s Employee Relations Division queue; therefore, SPD-ERD will contact Absence Administrators in non-centralized agencies and organizations upon receipt of any request from a manager in that agency or organization.