

**From:** Connect  
**Sent:** Tuesday, January 19, 2016 12:44 PM  
**To:** Connect  
**Subject:** UPDATE: IMPORTANT!!! – Reporting FMLA Time



Hello Judiciary Employees,

*The following message contains the corrected links to the online training materials.  
Our apologies for the error in the previous message.*

Family and Medical Leave Act (FMLA) is a law to protect an employee’s position in the case of a medical incident that impacts the employee or a family member.

It is NOT a paid leave balance available to the employee to use.

Please note you **must** have an existing FMLA approval to “take” FMLA. If you already have an approval, no action is necessary. To apply for a new approval or extension, use the process defined in the following online training material:

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=b80e452-002e-4b3f-89dc-f1e6b43eb0f0](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=b80e452-002e-4b3f-89dc-f1e6b43eb0f0)

To “take” FMLA once you have an approval, use the process defined in the following online training material:

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=b63fd4-26f3-4960-a762-526e048616be](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=b63fd4-26f3-4960-a762-526e048616be)

Absence Requests								
Select the Absence Requests you want to perform an action for.								
Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Edit	Delete
<input checked="" type="checkbox"/>	FMLA Take	New	09/28/2015	09/29/2015	16 Hours	Employee Extended Absence	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Select All   Deselect All  

Once you complete a ‘take’ request, it will show on your timesheet as “FMLA Unpaid”. To receive compensation for those hours, you **must also enter** another Absence based on the paid leave balances you have available (sick, personal leave etc.), or COMP time. You can enter the paid absence by following the process defined in the following online training material (for absences):

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=75c4d1f9-8fbd-4a4f-a8e3-de01eaa80395](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=75c4d1f9-8fbd-4a4f-a8e3-de01eaa80395)

*Tip: You can also request the paid absence using the link “Add New Absence” from the same page you requested your FMLA take.*

If you want to use Comp time you can follow one of the following online training materials to enter that time:

**Full Days:**

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=93ab9708-510e-431a-842c-2457b1001514](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=93ab9708-510e-431a-842c-2457b1001514)

**Partial Days:**

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=3f9c661d-a820-45e6-afe4-008c80043e31](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=3f9c661d-a820-45e6-afe4-008c80043e31)

**It is AOC policy that you exhaust all paid leave balances before you are eligible to take only Unpaid FMLA.**

If you need assistance, please contact your [CONNECTors](#) first. For further assistance, call the JIS Help Desk phone line at 410-260-1114, and use the new menu prompts to reach the CONNECT Support Hotline.

Thanks,  
The CONNECT Team