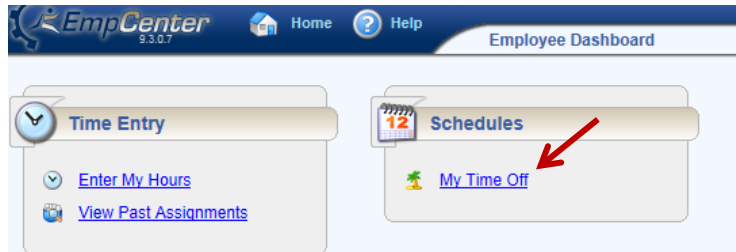
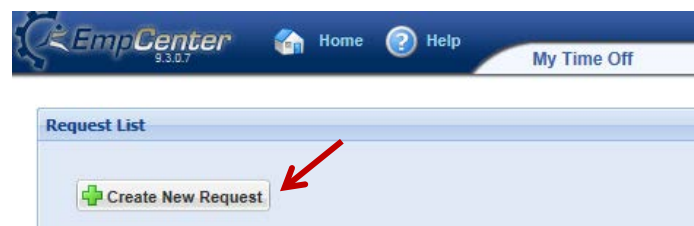


Step 1: Establish a Protected Leave Case in EmpCenter

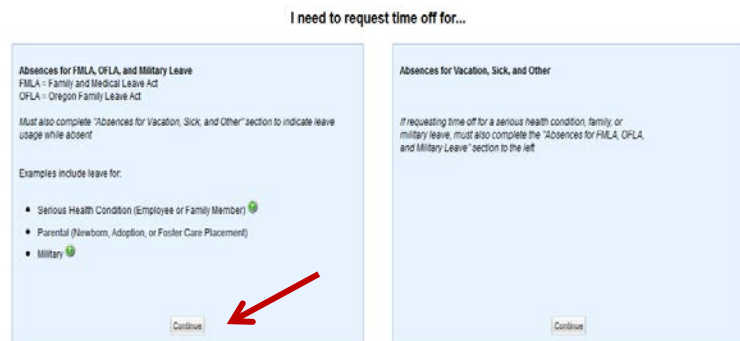
- Go to OSU MyTime website: <http://mytime.oregonstate.edu/>
- Login
- Establish a Protected Leave Case:
 - **Select My Time Off**



- **Select Create New Request**



- **Establish a Protected Leave Case**
 - ✓ Answer questions
 - ✓ Submit Request



Step 2: Request Paid or Unpaid Leave while out on your FMLA/OFLA Leave

You will need to account for all hours in your regular workday with either paid and/or unpaid leave as appropriate. You are to use accrued paid leave while on FMLA and OFLA leave before going into leave without pay (LWOP).

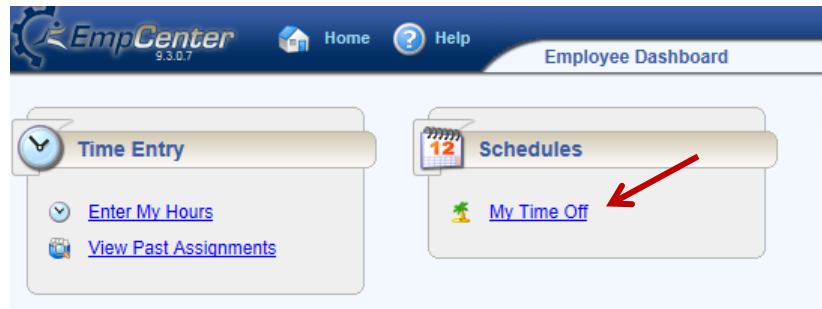
Unclassified employees: Sick Leave used first; Vacation Leave – may elect to use or retain at the time of FMLA/OFLA leave begins; Comp Time may elect to use but not required. If you retain your vacation leave, you will not be eligible to use vacation until you return from your FMLA/OFLA leave.

Classified employees: Sick Leave used first; Vacation Leave – may elect to retain 40 hours at the time FMLA/OFLA leave begins; Personal Leave; Comp & Exchange Time – may elect to use but not required; may apply for Hardship Leave prior to going into LWOP (cannot retain Vacation Leave if applying for Hardship Leave).

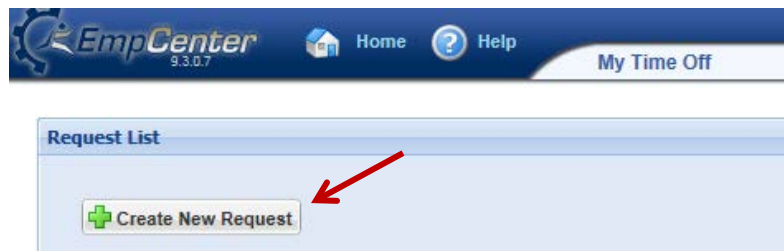
Disability Exception: You will not be required to use accrued paid leave if you are receiving disability benefits from your PEBB disability plan. You may elect to supplement your disability benefit with accrued paid leave at either 40% or 100%. Election to supplement with leave must be made prior to going out on FMLA/OFLA leave. Use of sick leave will reduce the disability benefit dollar for dollar. Once your disability benefits end, you must resume using your accrued paid leave.

- **Advance Request of Paid and/or Unpaid Leave** (Pre-approved leave) for your Protected Leave Case. Leave requested can be on a continuous or intermittent basis. **Recommended method.**

- **Select My Time Off**



- **Select Create New Request**



- **Select Absences for Vacation, Sick, and Other**



- ✓ Enter the dates and leave types for the time period you will be absent
- ✓ **For continuous Protected Leave cases:** Do NOT associate your protected leave case number to your advance paid/unpaid leave request. The case number will be prefilled on your timesheet for the days you will be absent.
- ✓ **For intermittent Protected Leave cases:** When you know in advance that you need to be absent, request your paid/unpaid leave in advance AND associate your protected leave case number to your advance paid/unpaid leave request.

- **Record Leave Taken Directly on Timesheet.** Record paid/unpaid leave on your timesheet as it is taken and prefill your timesheet with paid/unpaid leave for the month if you know you will be absent. Follow the regular call in procedures when not reporting to work and provide appropriate notice if your need for leave is known in advance.