HOW TO REQUEST EMERGENCY FAMILY MEDICAL LEAVE (EFMLA) UNDER THE FFCRA

Step 1: Carefully review the guidance regarding this new leave type.

Step 2: Log into the HR/Payroll System and click on the COVID-19 EFMLA tile.

- Tip: Ensure you are on the Employee Self Service page, indicated at the drop down in the top, center of the screen.

Step 3: Complete your request for EFMLA

- Enter a requested start date of the EFMLA.
- Answer Yes or No to whether you wish to request EFMLA.
- If Yes, indicate whether you wish to request the use of other accrued leave to supplement your pay.
- Include documentations as required. For example, upload a picture of the website from your child’s school stating it is closed or include a screenshot. If you visited a doctor through a telehealth appointment, you may upload the email sent from the doctor.
- Please add any other comments that could be useful for your Leave Administrator.
- Click the Submit button.

Step 4: The request will be reviewed by your Campus Leave Administrator, and you and your supervisor will receive notification of approval or denial.

Step 5: Enter leave taken under EFMLA in iTAMS using the appropriate code.

IMPORTANT NOTE: Approval is not the end of the process! The leave MUST be entered into iTAMS using the time code available to you for EFMLA for Emergency Family Medical Leave (or other supplemental accrued leave) and approved by your supervisor.

Please contact Benefits@mailbox.sc.edu with questions. If you are located on a campus other than Columbia, please contact your Campus Benefits Administrator.

If you also need to request Emergency Paid Sick Leave both forms will need to be completed.