

Request Public Health Emergency Leave (Expanded FMLA)

NOTE: If requesting expanded FMLA for positions at multiple institutions, a paper request must be submitted to the Human Resources team at institutions that is not identified on the electronic form.

Submit a Request

1. Navigate to your MyUW portal.
 - a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, located near the bottom of the screen.
4. Click **Public Health Emergency Leave** tab in the bottom left.
5. Click the **Add a New Value** tab.

Form

Status Initial

Public Health Emergency Leave

Employee's Name: LEAVE, LARRY
EMPLID: 00000000
Deptid: Z010000
Department Description: ANYDEPT
Supervisor: SUPERVISOR, SALLY
*Begin Date: 05/15/2020 [BT]
End Date: [BT]

I have been employed for 30 days.
 I have used FMLA in the year 2020.

[Families First Coronavirus Response Act of 2020 \(FFCRA or Act\)](#)
QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work because the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
If you are requesting leave to care for children due to school/day care closures, please provide additional information below.

Name(s) and age(s) of the child(ren) being cared for:
Kiddoone - 3 years
Kiddotwo - 18 months
215 characters remaining

Indicate the name of the school, place of care, or child care provider that has closed here:
Best Daycare Ever
237 characters remaining

Do you want to use accrued leave to remain at 100% salary during this leave?
*Answer: Yes [v]

If Yes, please choose additional leave to be used in order to remain at 100% of your normal pay. This choice will apply to the entire period of leave under the Public Health Emergency Leave.

Vacation
 Personal Holiday
 Sick Leave
 Banked Leave/ALRA
 Compensatory Time
 None

By submitting this form, I am attesting that I am unable to work because I am caring for my child(ren) as a result of school or daycare closure(s). Upon request, I will provide documentation substantiating the need for leave within 5 days.

6. The Public Health Emergency Leave form will open with employee information filled in.

NOTE: Do not change information in these fields, any changed fields will revert back when saved.

7. Enter the first day of requested leave in the **Begin Date** field.
8. Enter the last date of leave in the **End Date** field (if known).
9. If you have been employee for at least 30 days, place a checkmark in the **I have been employee for 30 days** box, if not then leave unchecked.
10. If you have used FMLA at any point during the current calendar year, place a checkmark in the **I have used FMLA in the year 2020** box, if not leave unchecked.
11. Enter information in the **Name(s) and age(s) of the child(ren) being cared for** and **Name of school, place of care or child care provider that has closed** fields.
12. If you would like to use leave to supplement your salary to 100%, select **Yes** in the Answer field. If you do not want to use time or do not have time to use, select **No**.
NOTE: For more information, see this [policy](#).
13. Place a check mark in each of the *leave types* that should be used to supplement your salary,
NOTE: Someone from the Human Resources team will reach out to determine the number of hours to use for each.
14. Click the **Save** button at the bottom of the page.
15. Scroll to the top of the page and click the **Submit** button.
16. Click **OK**.
NOTE: The request will be submitted to a member of the Human Resources team for review and approval.
17. An email will be sent once the request has been approved or denied.
NOTE: If a request is denied, click the link in the email to access the form, make any changes and resubmit the form.

Review Submitted Request

1. Navigate to **Public Health Emergency Leave** tab.
2. Click **Search** on the *Find an Existing Values* tab
3. The submitted form will open.
NOTE: If multiple requests have been submitted, click the request from the list, that you would like to view.