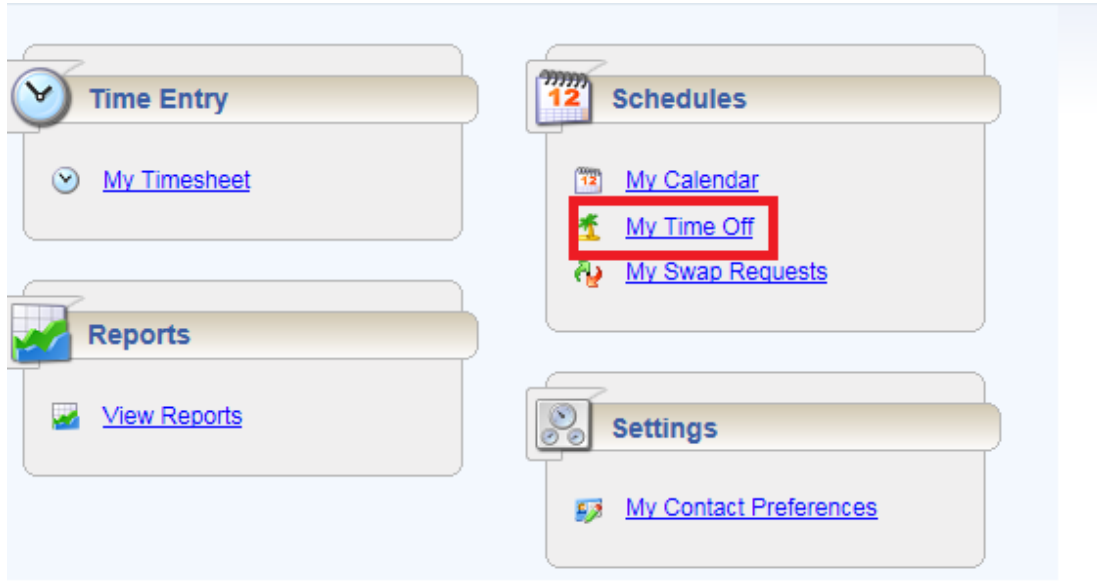
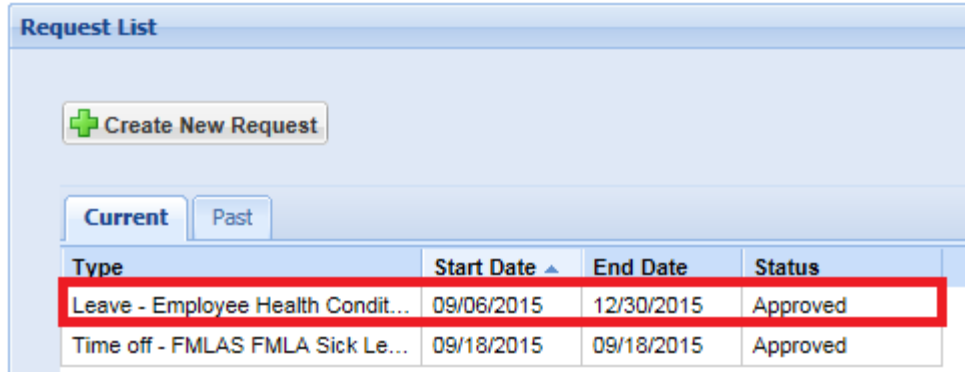


Job Aid 12: Managing Your Approved FMLA Case

1. Once your case has been approved you can review it. From the home screen, select **Schedules** → **My Time Off**.



2. In your **Request List** your FMLA case(s) will appear. Click the case you would like to view.

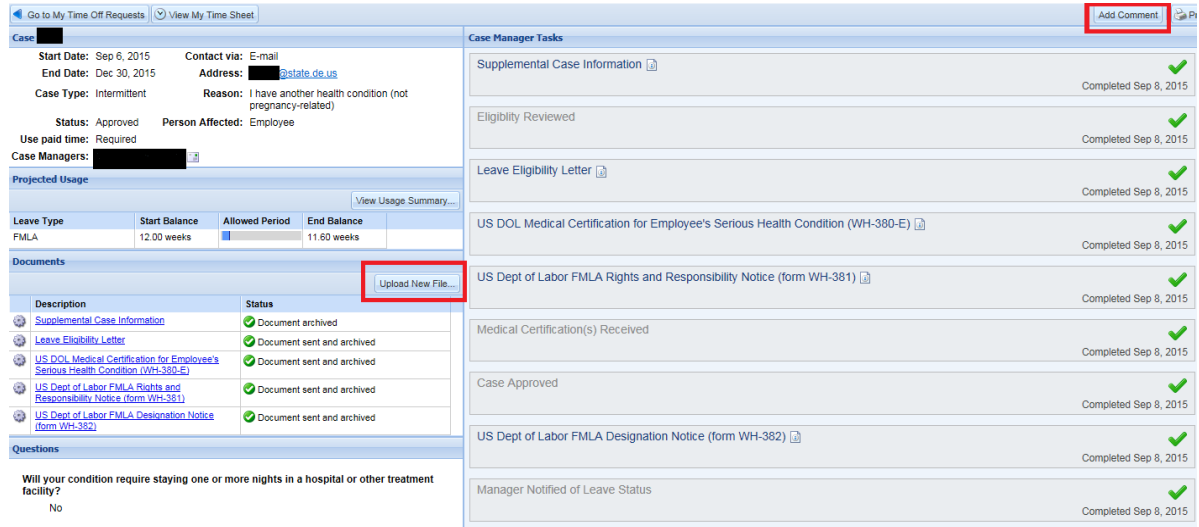


The screenshot shows the 'Request List' interface with a 'Create New Request' button and two tabs: 'Current' and 'Past'. Below the tabs is a table with the following data:

Type	Start Date	End Date	Status
Leave - Employee Health Condit...	09/06/2015	12/30/2015	Approved
Time off - FMLAS FMLA Sick Le...	09/18/2015	09/18/2015	Approved

The first row of the table is highlighted with a red box.

3. Here, you are able to view your case, add a comment, and view comments from your Case Manager. If needed, you can upload any additional documents. Any information you submit is kept confidential and secure.



The screenshot displays the eSTAR Case Manager interface. At the top, there are navigation links: "Go to My Time Off Requests" and "View My Time Sheet". A red box highlights the "Add Comment" button in the top right corner. The main content is divided into several sections:

- Case Information:** Shows start and end dates (Sep 6, 2015 to Dec 30, 2015), contact info, case type (Intermittent), reason (I have another health condition), status (Approved), and person affected (Employee).
- Case Manager Tasks:** A list of tasks with completion status and dates:
 - Supplemental Case Information: Completed Sep 8, 2015
 - Eligibility Reviewed: Completed Sep 8, 2015
 - Leave Eligibility Letter: Completed Sep 8, 2015
 - US DOL Medical Certification for Employee's Serious Health Condition (WH-380-E): Completed Sep 8, 2015
 - US Dept of Labor FMLA Rights and Responsibility Notice (form WH-381): Completed Sep 8, 2015
 - Medical Certification(s) Received: Completed Sep 8, 2015
 - Case Approved: Completed Sep 8, 2015
 - US Dept of Labor FMLA Designation Notice (form WH-382): Completed Sep 8, 2015
 - Manager Notified of Leave Status: Completed Sep 8, 2015
- Documents:** A table listing uploaded documents with their descriptions and statuses. A red box highlights the "Upload New File..." button.

Description	Status
Supplemental Case Information	Document archived
Leave Eligibility Letter	Document sent and archived
US DOL Medical Certification for Employee's Serious Health Condition (WH-380-E)	Document sent and archived
US Dept of Labor FMLA Rights and Responsibility Notice (form WH-381)	Document sent and archived
US Dept of Labor FMLA Designation Notice (form WH-382)	Document sent and archived
- Projected Usage:** A table showing leave type (FMLA), start balance (12.00 weeks), allowed period, and end balance (11.60 weeks).
- Questions:** A section with a question: "Will your condition require staying one or more nights in a hospital or other treatment facility?" with the answer "No".