

How to Submit a Family Medical Leave Act (FMLA) Request through Employee Self-Service

Please note that to qualify for FMLA, you must have worked for your current employer for at least 12 months, and you must have worked a minimum of 1,040 hours in the last 12 months. If you do not meet these requirements, you are not eligible for FMLA leave. The Employee Self-Service FMLA Request function is configured to prevent anyone who does not meet these requirements from submitting an FMLA request. Please contact the appropriate FMLA administrator below with any questions. If your FMLA request is returned by the FMLA administrator for additional information, please refer to the [Returned for Correction](#) instructions on page 7 of this guide.

MCG and Sheriff (SHF) Employees:

Occupational Medical Services

240-777-5137 (phone)

240-777-5186 (secure fax)

Fmla.information@montgomerycountymd.gov

Circuit Court (CCT) Employees

Court Administration

240-777-9101 (phone)

240-777-9102 (alt. phone)

fmla@mcccourt.com

1. Log into the **AccessMCG** portal. Click on the **HR Employee Self-Service** link. When the related functions appear to the right, click on **MCG Request FMLA and/or Paid Parental**.



2. On the *Leave Summary* screen, you have the ability to search for Leave requests that have already been submitted (by absence type and/or status or the start and end date of your request). You can also add supporting documents, update or cancel an open request, or see the status of a request.

To submit a new request, click the button that says **Click here for a New Leave Request**.

MCG Request FMLA and/or Paid Parental: Leave Summary

Employee Name

Organization Email Address [@montgomerycountymd.gov](mailto:montgomerycountymd.gov)

* This is an overview of your current and previous FMLA and Paid Parental Leave Requests. To create a new Leave request please click on the Leave Request button below *

Absence Management

Leave Summary

Search

Note that the search is case insensitive

Absence Type

MCG FMLA Hours

Start Date

(16-Oct-2023)

Approval Status

End Date

Go

Clear

Click here for a New Leave Request

Start Date	End Date	Absence Type	Duration Hours	Supporting Documents	Details	Update	Delete
No results found.							

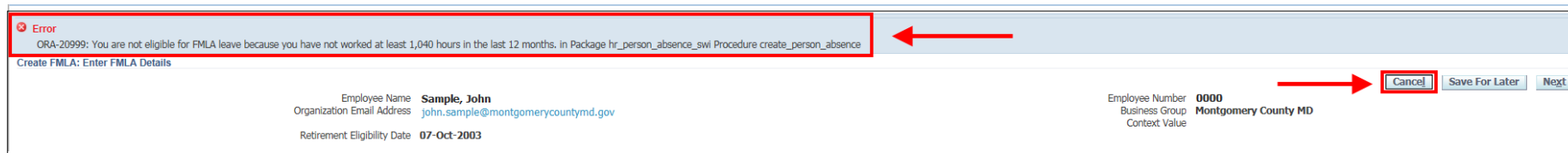
3. On the *Enter FMLA Details* screen, complete the following:

1. **Leave Type** – select MCG FMLA Hours
2. **Leave Reason** – select the reason for your FMLA request from the drop-down. The selections are:
 - Adult Child incapable of self-care
 - Birth of a Child/Adoption/Foster
 - Family Guardianship
 - Military Exigency
 - Military Caregiver
 - Minor Child
 - Parent (Not In-laws)
 - Self
 - Spouse
 - Surgery (for self only)
3. **Duration** – these are the dates on which your FMLA leave will start and end (note: there is a calendar to the far right of the screen for your reference).
4. **Comments** – this field is optional, but if you have any comments for the FMLA administrator, enter them here.
5. **Supporting Documents** – click the **Add Attachment** button to add any applicable documentation such as a doctor's note, medical forms, etc.
(**IMPORTANT:** be sure to keep a copy of any documents attached to the request for your records. Once the FMLA administrator opens/saves your document, it will no longer be attached to the request). For instructions on how to add an attachment to your request, refer to [page 9, step 3](#) of this document.

Click **Next** to proceed. Click **Save For Later** if you wish to save what you have entered and complete/submit it later.

The screenshot shows the 'Create Request: Enter FMLA Details' form. At the top, there are fields for Employee Name, Organization Email Address (with a placeholder @montgomerycountymd.gov), Employee Number, and Business Group (Montgomery County MD). Buttons for 'Cancel', 'Save For Later', and 'Next' are in the top right. Below this is an 'ATTENTION 2024 FMLA APPLICATION REQUEST and or RECERTIFICATIONS' section with detailed text about the 2024 leave year and PPL. The main form area contains several sections: 'Leave Type' (MCG FMLA Hours), 'Leave Category' (FMLA), 'Leave Reason' (a dropdown menu), 'Duration' (with 'Start Date' and 'End Date' fields, both with calendar icons), and 'Comments from/to Approver' (a text area). Below these is the 'Supporting Documents' section with an 'Add Attachment' button. Annotations include red boxes around the 'Leave Type', 'Leave Category', 'Leave Reason', 'Duration', 'Comments from/to Approver', and 'Add Attachment' fields, and a blue box around the 'Supporting Documents' section. A red line points from the 'Add Attachment' button in the 'Supporting Documents' section to the 'Add Attachment' button in the 'Supporting Documents' section at the bottom of the form.

NOTE: To qualify for FMLA, you must have worked for your MCG, SHF or CCT for at least 12 months, and worked a minimum of 1,040 hours in the last 12 months. If these qualifications are not met, an error message will appear at the top of the screen (see example below). Click the Cancel button to cancel the request. Contact the OMS Leave Administrators if you feel you received this message in error.



Error
ORA-20999: You are not eligible for FMLA leave because you have not worked at least 1,040 hours in the last 12 months. in Package hr_person_absence_swi Procedure create_person_absence

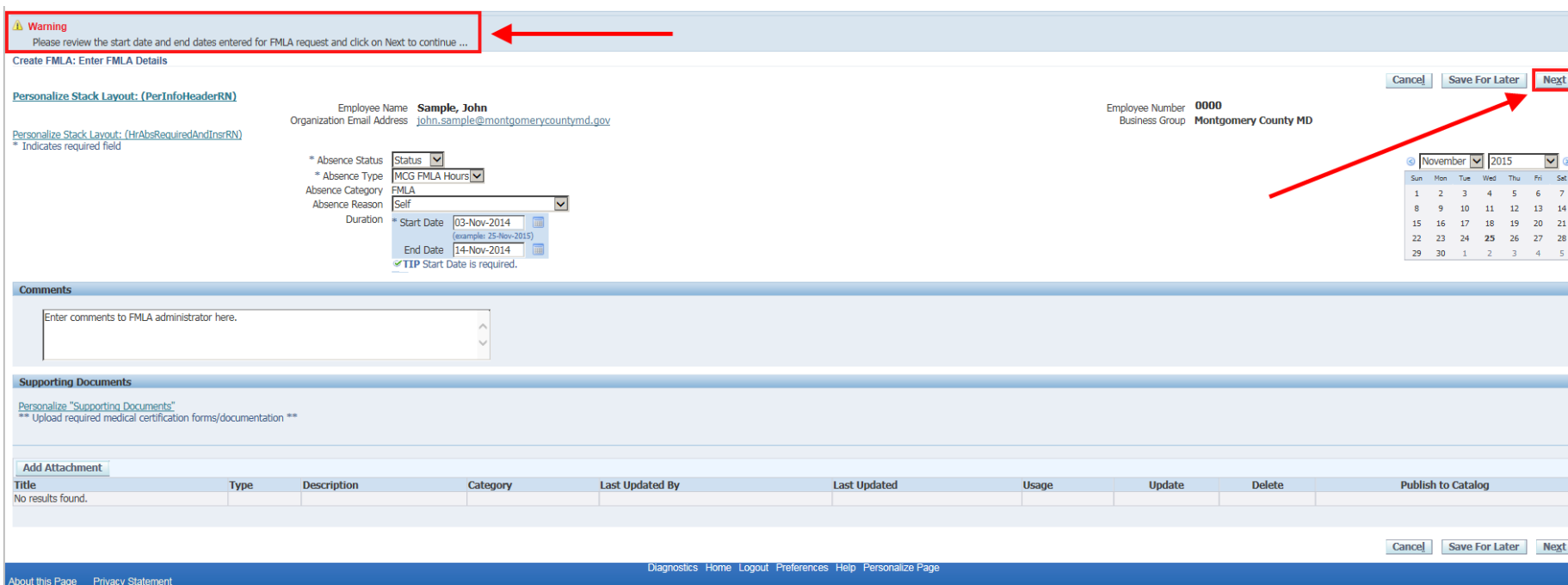
Create FMLA: Enter FMLA Details

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **07-Oct-2003**

Employee Number **0000**
Business Group **Montgomery County MD**
Context Value

[Cancel](#) [Save For Later](#) [Next](#)

4. If eligible, a message will appear at the top of the screen to review the start and end dates. Adjust dates if necessary. If correct, click **Next**.



Warning
Please review the start date and end dates entered for FMLA request and click on Next to continue ...

Create FMLA: Enter FMLA Details

[Personalize Stack Layout: \(PerInfoHeaderRN\)](#)

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov

Employee Number **0000**
Business Group **Montgomery County MD**

[Cancel](#) [Save For Later](#) [Next](#)

[Personalize Stack Layout: \(HrAbsRequiredAndInsRN\)](#)
* Indicates required field

* Absence Status **Status**
* Absence Type **MCG FMLA Hours**
Absence Category **FMLA**
Absence Reason **Self**
Duration
* Start Date **03-Nov-2014**
(example: 25-Nov-2015)
End Date **14-Nov-2014**
TIP Start Date is required.

Comments
Enter comments to FMLA administrator here.

Supporting Documents
[Personalize "Supporting Documents"](#)
** Upload required medical certification forms/documentation **

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Cancel](#) [Save For Later](#) [Next](#)

[About this Page](#) [Privacy Statement](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

5. On the *Review FMLA Request* screen, you have several options:
- To submit the request, click **Submit**
 - To cancel the request, click **Cancel**
 - To save what you have entered so far without submitting it, click **Save For Later**
 - To go back to the previous screen(s), click **Back**

Create FMLA: Review FMLA Request

Personalize Stack Layout: (perInfoHeader)

Employee Name **Sample, John**
 Organization Email Address john.sample@montgomerycountymd.gov
 Retirement Eligibility Date **07-Oct-2003**

Employee Number **0000**
 Business Group **Montgomery County MD**
 Context Value

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

FMLA Review Details

Personalize "FMLA Review Details"

Proposed
 Absence Status
 Absence Type MCG FMLA Hours
 Absence Category FMLA
 Absence Reason Self
 Start Date 03-Nov-2014
 End Date 14-Nov-2014
 Comments Enter comments to FMLA administrator here.

Approvers


Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show 1	MCG FMLA Approver	Position Control Roles	1	Approver		

Comments to Approver

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

6. When you have successfully submitted the request, you will receive a confirmation at the top of the screen, and you will now see your request on the summary screen with a status of Pending Approval.

 **Confirmation**
The changes have been submitted for approval.

Absence Management: FMLA Summary
[Personalize Stack Layout: \(perInfoHeaderRN\)](#)









Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov

Retirement Eligibility Date **07-Oct-2003**

** This is an overview of your current and previous FMLA Requests. To create a new FMLA Leave request please click on Request FMLA button below **

FMLA Summary

Search
Note that the search is case insensitive
Absence Type
Approval Status
Start Date (example: 25-Nov-2015)
End Date

Start Date	End Date	Absence Type	Duration Hours	Approval Status	Supporting Documents	Details	Update	Delete
30-Jul-2015	31-Jul-2015	MCG FMLA Hours	8.125	Approved				
03-Nov-2014	14-Nov-2014	MCG FMLA Hours	0	Pending Approval				

~ End Process ~

RETURNED FOR CORRECTION:

Below are instructions for what to do if your FMLA request is returned by the FMLA administrator for additional information.

1. If the FMLA administrator returns your FMLA request due to missing information or for any other reason, you will receive an email notification explaining what information is missing/why the request is being returned to you. You have seven (7) calendar days to submit the required information.

Upon logging into AccessMCG, you will see an item in your **Worklist** that states your request is **Returned for Correction**. Click on the link in the Worklist to open the request.

Oracle Applications Home Page

Worklist

From	Subject
MCG FMLA Approver SYSADMIN	FMLA Request for Sample, John is Returned for Correction FMLA Request has been forwarded to MCG FMLA Approver

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

<ul style="list-style-type: none">Learning AdministratorMCG HR Employee Self-ServiceMCG HR Inquiry UserMCG HR iRecruitment EmployeeMCG HR iRecruitment RaterMCG HR Manager AccessMCG Learning AdministratorMCG US SHRMS View Only	Please select a responsibility.
--	---------------------------------

2. Once the request is open, the note from the FMLA administrator stating why your request is being returned is visible in two places, at the top of the screen and in the Notes section under the *Action History* heading.

Click the **Continue Action** link toward the bottom of the screen (under the *Relation Applications* heading) to attach the requested documentation.

Information
Note: A completed medical certification form is required for this FMLA leave request.

FMLA Request for Taqi, Shayna is Returned for Correction

From **MCG FMLA Approver**
To **Sample, John**
Sent **17-Dec-2015 13:09:23**
ID **9023814**

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **19-Feb-2008**

Absence Details

Proposed	
Absence Status	Status
Absence Type	MCG FMLA Hours
Absence Category	FMLA
Absence Reason	Self
Start Date	17-Jun-2015
End Date	01-Jul-2015
Hours	0

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

Action History

Sequence	Name	Action	Date	Notes
1	Sample, John	Submit	17-Dec-2015 13:07:52	
2	MCG FMLA Approver	Return for Correction	17-Dec-2015 13:09:23	A completed medical certification form is required for this FMLA leave request.
3	Sample, John	Pending		

Related Applications

Continue Action

[Return to Worklist](#)

3. Enter any comments to the FMLA administrator in the **Comments from/to Approver** field (optional). Click the **Add Attachment** button to attach a document to the request. **IMPORTANT NOTE:** Be sure to keep a copy of any documents you attach to the request for your records. Once the FMLA administrator opens/saves your document, it will no longer be attached to the request.

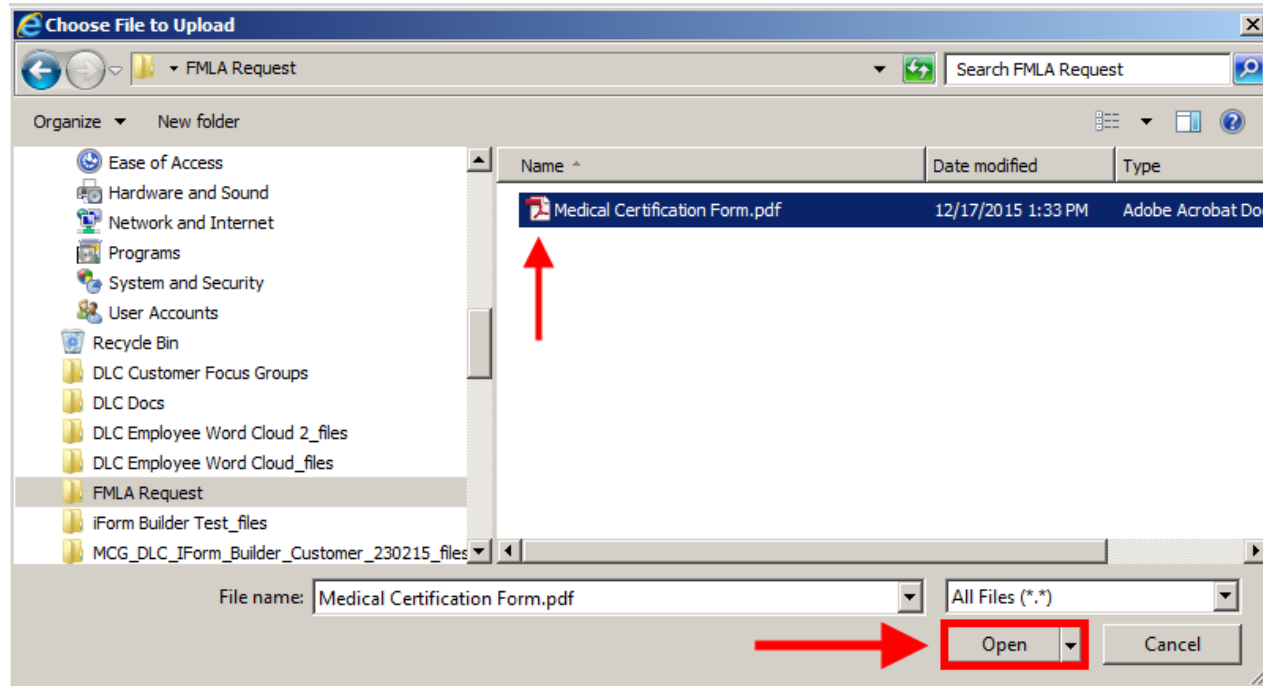
The screenshot shows a web form with two main sections. The top section, titled 'Comments from/to Approver', contains a text area with the text: 'Completed medical certification for is now attached. Please contact me at john.sample@montgomerycountymd.gov with any questions.' A red arrow points to the right side of this text area. The bottom section, titled 'Supporting Documents', contains a message: '** Upload required medical certification forms/documentation **'. Below this message is a table with columns: Title, Type, Description, and Category. The table currently shows 'No results found.' A red box highlights the 'Add Attachment' button, and a red arrow points to it from the left.

Title	Type	Description	Category
No results found.			

4. Enter a title for the document in the **Title** field (optional). Click the **Browse** button to find your document.

The screenshot shows the 'Add Attachment' form. The top section, 'Attachment Summary Information', has a red arrow pointing to the 'Title' field with the text 'Optional'. The 'Title' field contains 'Medical Certification for John Sample'. Below it is a 'Description' text area and a 'Category' dropdown menu set to 'Miscellaneous'. The bottom section, 'Define Attachment', has a 'Type' section with radio buttons for 'File' (selected), 'URL', and 'Text'. To the right of the 'File' radio button is a 'Browse...' button, which is highlighted with a red box and a red arrow pointing to it from below.


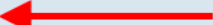
5. Navigate to the document you want to attach to the request, click on the document, and click **Open**.



6. Click **Apply** located to the far right of the screen. Note: if you have more documents to attach, click the Add Another button.

The screenshot shows a web-based 'Add Attachment' form. At the top right, there are buttons for 'Cancel', 'Add Another', and 'Apply', with the 'Apply' button highlighted in red. The form is divided into two main sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title' (containing 'Medical Certification for John Sample'), 'Description', and 'Category' (set to 'Miscellaneous'). In the 'Define Attachment' section, there are radio buttons for 'File', 'URL', and 'Text', with 'File' selected. A text box shows the file path 'C:\Users\powers01\Desktop\FMLA Request\Medical C...', and a 'Browse...' button is next to it. At the bottom right, there are buttons for 'Cancel', 'Add Another', and 'Apply', with the 'Apply' button highlighted in red. A red arrow points from the 'Apply' button at the top to the 'Apply' button at the bottom.

7. You will see a confirmation at the top of the screen that your attachment has been added successfully, you will see your note to the FMLA administrator in the Comments box, and you will see your attachment under the Supporting Documents heading. Click **Next** located to the far right of the screen (not pictured). You will see a Warning message at the top of the screen asking you to review the dates; click **Next** again to continue (not pictured).

 **Confirmation**
Medical Certification for John Sample attachment has been added successfully. 

Create FMLA: Enter FMLA Details

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **19-Feb-2008**

****If you need additional information about FMLA or assistance with an FMLA leave request, please contact your respective FMLA administrator as stated below****
MCG employees contact Occupational Medical Services at fmla.information@montgomerycountymd.gov
Circuit Court employees contact Court Administration at fmla@mcccourt.com
Sheriff employees contact the Sheriff's Office at shf.FMLARequest@montgomerycountymd.gov
FMLA leave is on a calendar year cycle; therefore, your FMLA request must be resubmitted after your first (1st) absence due to an FMLA qualifying absence in the new

* Indicates required field

Absence Status

* Absence Type **MCG FMLA Hours**



Absence Category **FMLA**


* Absence Reason **Self**

Duration


* Start Date **17-Jun-2015**
(example: 17-Dec-2015)

* End Date **01-Jul-2015**


 

 **TIP** Start Date is a required field

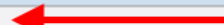
Comments from/to Approver

Completed medical certification for is now attached. Please contact me at john.sample@montgomerycountymd.gov with any questions. 

Supporting Documents

 **** Upload required medical certification forms/documentation ****

Add Attachment

Title	Type	Description	Category
Medical Certification for John Sample 	File		Miscellaneous

8. Click **Submit**

Create FMLA: Review FMLA Request

Employee Name **Sample, John**
Organization Email Address john.sample@montgomerycountymd.gov
Retirement Eligibility Date **19-Feb-2008**

Employee Number **0000**
Business Group **Montgomery County MD**
Context Value

Cancel Printable Page Save For Later Back **Submit**

FMLA Review Details

Proposed

Absence Status

Absence Type MCG FMLA Hours

Absence Category FMLA

Absence Reason Self

Start Date 17-Jun-2015

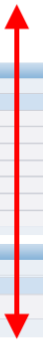
End Date 01-Jul-2015

Comments Completed medical certification for is now attached. Please contact me at john.sample@montgomerycountymd.gov with any questions.

Approvers

Details Line No	Approver	Approver Type	Order No	Category	Status	Delete
(+) Show 1	MCG FMLA Approver	Position Control Roles	1	Approver		

Cancel Printable Page Save For Later Back **Submit**



~ End Process ~