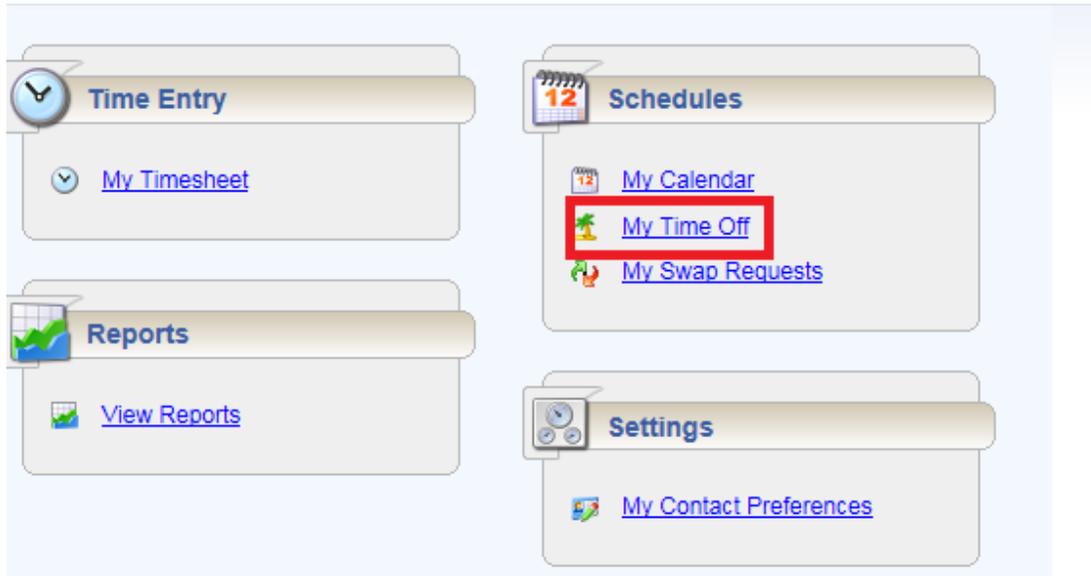
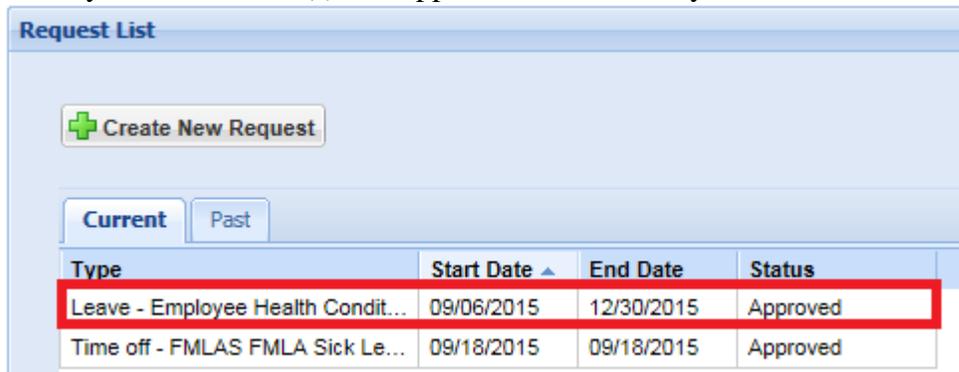


DHSS Job Aid 12: Managing Your Approved FMLA Case

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.

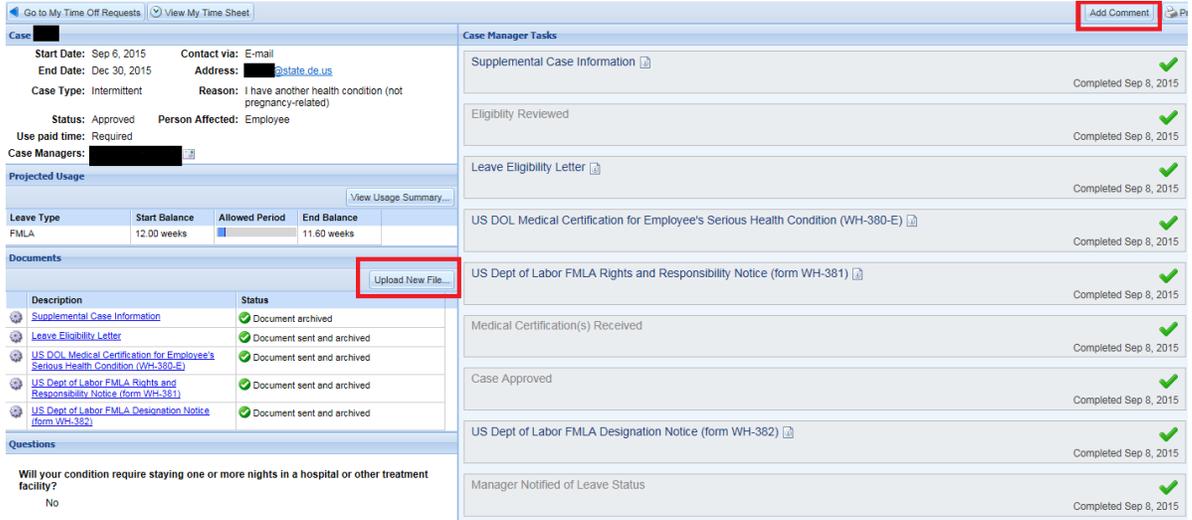


The screenshot shows the 'Request List' interface with a 'Create New Request' button and two tabs: 'Current' and 'Past'. Below the tabs is a table with the following data:

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 right, there is an "Add Comment" button. The main area is divided into several sections:

- Case Information:** Includes Start Date (Sep 6, 2015), End Date (Dec 30, 2015), Case Type (Intermittent), Reason (I have another health condition (not pregnancy-related)), Status (Approved), and Person Affected (Employee).
- Projected Usage:** A table showing Leave Type (FMLA), Start Balance (12.00 weeks), Allowed Period, and End Balance (11.60 weeks).
- Documents:** A table listing various documents such as "Supplemental Case Information", "Leave Eligibility Letter", and "US DOL Medical Certification for Employee's Serious Health Condition (WH-380-E)". Each document has a status of "Document sent and archived". A red box highlights the "Upload New File..." button.
- Case Manager Tasks:** A list of tasks completed on Sep 8, 2015, including "Supplemental Case Information", "Eligibility Reviewed", "Leave Eligibility Letter", "US DOL Medical Certification for Employee's Serious Health Condition (WH-380-E)", "US Dept of Labor FMLA Rights and Responsibility Notice (form WH-381)", "Medical Certification(s) Received", "Case Approved", "US Dept of Labor FMLA Designation Notice (form WH-382)", and "Manager Notified of Leave Status".

At the bottom, there is a question: "Will your condition require staying one or more nights in a hospital or other treatment facility?" with the answer "No".