



Request Intermittent Leave or FMLA

This guide covers how to request Intermittent Leave/FMLA.

Attention: Before starting this process, please reach out to the Human Resources Department (hr@brynmawr.edu or 610-526-5261) about your need for FMLA.

Start Here – Request Intermittent Leave

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email and password**.
4. In the top-left corner, select **Menu**.
5. Select **Request Absence**.
6. Select or drag the desired dates on the calendar and select **Continue**.
7. Under **Type of Absence**, select **Leaves > Intermittent FMLA** or **FMLA**
8. Select a **Reason**.
9. If you are not taking full days off during your leave, update **Hours Daily**.
10. If you will be working different hours each day, select **Edit Individual Days**.
11. Enter a **Comment** to provide context for the Approver.
12. **Attach** any necessary or appropriate files.
13. Select **Submit Request**.
14. Your Intermittent FMLA or FMLA request is now submitted to Human Resources for approval.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440