### How to Submit FMLA Leave

1. Select P.A.S.S. or PeopleSoftHR.

2. Login with your User ID and Password.

3. Click Sign In.

4. Click the Time tile.

5. Click on Request Absence.
6. Select the correct leave code: FML Sick, FML Vacation or FML Unpaid Leave.

7. Select the reason.

8. Enter the start date, end date and duration.
   *If you are taking partial day(s) select All Days and enter the number of hours.

9. Click Submit.