**Employee**

Responsible for:

- Time tracking
- Reports each intermittent occurrence to The Standard within 24 hours and notifies supervisor, in accordance with department call-out procedures. When applicable, applies for PFML benefits with the state.

**Manager**

Responsible for:

- Accrual Deductions and Pay
- Edits Workday to reflect accrual usage or unpaid for time away from work. Adjusts M&P pay in WorkDay, if unpaid.

*Note: If leave is pending, continue to adjust Workday as would be done for a non-FMLA related absence*

**The Standard**

Responsible for:

- Time tracking
  - Tracks FMLA entitlements
  - Notifies supervisor that employees reported time
  - Provides real time updates (approvals, denials) for employees and manager in the portal
Continuous Time Tracking and Pay

Manager

Responsible for action ONLY if leave is pending (includes extension requests):

Accrual Deductions and Pay
- Pending leave situations: continues to document accrual usage in Workday.
- Adjusts M&P pay, if unpaid, in Workday.

Yale Absence Management

Responsible for action when leaves are approved:

Accrual Deductions and Pay
- Adjusts accrual deductions in Workday.
- Adjusts pay in Workday.
- Coordinates with Short and Long Term Disability payments.

The Standard

Responsible for:

Time Tracking
- Tracks FMLA entitlements
- Provides real time updates (approvals, denials) for employees and manager in the portal

Image Credit (L-R)
- Manager by Sophia Bai from the Noun Project
- Team by Adnen Kadri from the Noun Project
- Call Center by Mahmure Alp from the Noun Project
Reduced Schedule Time Tracking and Pay

Employee

Responsible for:

Time tracking
- Provides reduced schedule to The Standard
- Note: Does not need to report each day absent to The Standard, if a formal reduced schedule is approved

Manager

Responsible for:

Accrual Deduction and Pay
- For Hourly employees: Adjusts accrual deductions in Workday.
- For M&P employees: Adjusts timecards/pay ONLY if reduced schedule is pending

Yale Absence Management

Responsible for:

Accrual Deduction and Pay
- For M&P employees: Adjusts timecards and pay in Workday.

The Standard

Responsible for:

Time tracking
- Tracks FMLA entitlements
- Provides real time updates (approvals, denials) for employees and manager in the portal