Requesting Expanded Family & Medical Leave (FFCRA)

This guide is intended to assist employees in requesting expanded family and medical leave (FMLA) under the Families First Coronavirus Response Act (FFCRA).
Submit a request for expanded family and medical leave (FMLA) under the Families First Coronavirus Response Act (FFCRA).
To log into the system:

- go to: [SAP Portal](#)

Go to the COVID-19 Leave Requests group. There are four (4) tiles in the group; two (2) for requests and two (2) for reporting. To request up to 10 weeks of expanded family and medical leave click on the tile labeled COVID-19 Expanded FMLA Request. For an employee to qualify for this leave they must have been employed at Texas State University for at least 30 calendar days.
Step 1. Answer the questions about working remotely
**Step 2.** Enter the start and end date for the expanded FMLA request.

![Date Range]

- **Start Date:** 06/01/2020
- **End Date:** 06/30/2020
Step 3. IRS requires specific requirements for supporting documentation. Please review the requirements and gather the required documents to attach to the request.
Step 4. Attach the supporting documentation. A request cannot be submitted without attachments. Click on the button “New Attachments”
Click the “Browse” button to search and find documents.
Double click on the document to select it.

The document is returned to the request. Click the “OK” button.
Document is attached to the request. Repeat the process for attaching additional documentation

To view the attached document, click on the eyeglass icon.
To delete the attached document and start over, click the trash can icon.
Step 5. Read the acknowledgment section and check the box to accept.

*Note that this is not revocable and cannot be changed once the expanded FMLA hours are paid.*

If full pay is needed rather than two-thirds pay, accrued leave must be used rather than leave provided under FFCRA. Regular employee accrued sick leave cannot be used to care for a child whose school or childcare provider is closed or unavailable.

For questions, review the [FAQs for Faculty and Staff regarding COVID-19](#).

Click the “Check & Submit” button to submit the request.
Step 6. Confirm to submit the request. The request is submitted into workflow for approval. Email notification is sent when the FFCRA expanded FMLA request is approved.
This completes the steps in this user guide.