

Type of Leave Request	Follows OTL Workflow	EE to Agency Head	EE to Agency Head to HR
ADMINISTRATIVE TAKEN	XXX		
ADOPTION			XXX
ANNUAL	XXX		
BEREAVEMENT	XXX		
CIVIL	XXX		
COMPENSATORY TAKEN	XXX		
CONFERENCE		XXX	
EDUCATION		XXX	
EXTENDED LEAVE POOL			XXX
FLOATING HOLIDAY	XXX		
IN SERVICE TRAINING	XXX		
INJURY	XXX		
LEAVE WITHOUT PAY	XXX		
MILITARY LWOP	XXX		
SICK/FAMILY	XXX		
SICK/PERSONAL	XXX		
REQUEST APPROVAL			
ADOPTION			XXX
EDUCATIONAL LEAVE		XXX	
EXTENDED LEAVE POOL			XXX
FMLA***		XXX	
MILITARY LEAVE		XXX	
MILITARY PAY SUPPLEMENT			XXX
ORGAN DONOR			XXX
<b>FMLA</b>	The original request for FMLA (with attached form from health care professional) has one workflow -- employee submits to supervisor; supervisor attaches documentation and notifies agency head OR sends documentation to HR; notification to Employee Relations		
FMLA ADMINISTRATIVE	***		
FMLA ADOPTION	***		
FMLA ANNUAL	***		
FMLA COMPENSATORY	***		
FMLA DOCK	***		
FMLA EXTENDED LEAVE POOL	***		
FMLA FLOATING HOLIDAY	***		
FMLA INJURY	***		
FMLA LWOP	***		
FMLA SICK FAMILY	***		
FMLA SICK PERSONAL	***		
FMLA WORKERS COMPENSATION	***		

\*\*\* Once approval of FMLA is received and the balance the ee is eligible for is made available -- these would be handled like regular leave

<b>Follows OTL Workflow</b>	Follows the workflow selected for OTL timecard approval
<b>EE to Agency Head to HR</b>	Notification to supervisor when requested/to agency head & supervisor when approved
<b>EE to Agency Head</b>	Notification to Supervisor