

IMPORTANT

INFORMATION ABOUT INTERMITTENT LEAVES

Macy's Inc. Leave Management

Associates

Quick-Reference Card



Macy's Inc. Leave Management is used to request and process leaves of absence. This quick-reference card shows associates how to

Access Leave Management through Insite and
Report intermittent time

Access Leave of Absence through In-Site directly or by going to www.employeeconnection.net and clicking the In-Site link.

Note

The Attendance Credit policy may apply to situations not tracked properly. Associates must report intermittent FMLA time within 2 business days of their return to work, except for unusual circumstances that must be verified and approved by HR.

Accessing Leave of Absence Self Service

1. Log into **In-Site**.
2. Click **Life Events** in the menu bar, and click the **Leave of Absence** option.



3. Click on the **'Click Here'** link
4. The system displays the Select Leave Action window.

Reporting Intermittent Leave

If you have an **approved** intermittent leave action, you can enter your work time per week as appropriate.

1. On the Select Leave Action, select the **Report Intermittent Time** option.

The system displays the Time Entry window.

2. Click one of the Yes buttons to indicate which weeks you want to enter time for: Current Week Only or Current and Prior Week.
3. Enter time in the available fields (Sun through Sat

	Sun	Mon	Tue	Wed	Thu	Fri	Sa
Current Week Begin Date: 01/08/2012			1.00				
Prior Week Begin Date: 01/01/2012					2.00		

Notes

- You can enter time for today's date.
- You can also enter time within two business days of your return to work.
- Do not enter time for scheduled lunch/dinner breaks.
- You **cannot** enter more time than you are entitled to for each day or week.
- If you need to enter part of an hour (minutes), use the decimal format by clicking **Minutes Conversion Help**.

Attendance credit policy will apply to any time not fully tracked. Eg. "1 hr. tracked but time missed was 1 hr. 30 min." This may result in a credit deduction for the 30 minutes of missed time.

4. When entries are complete, click **Update Time**. The system prompts you for your signature and displays a message that your intermittent time has been updated. You can review your time by displaying your request and clicking the Leave History tab.

Notes

If you need to call in your FMLA time, your time must be calculated accurately before placing the call.

Exiting the System

1. On the Select Leave Action window, select the **Exit Leave Request** option.
2. At the confirmation prompt, click **Yes**.

Further Information

Associates are being encouraged to self-report intermittent leave but for additional information, contact HR Services at 1-800-234-6229.