



Reporting Intermittent Absence

You can report intermittent absences 24 hours a day, 7 days a week. Just follow the steps below to report your intermittent absences.

When Do I Report Intermittent Absences?

Intermittent absences are taken in separate small increments of time, rather than for one continuous period of time. This may include leave for periods of a few minutes, to several days.

- Absences should be reported on an intermittent leave after you have received your initial letter from Leave Services up to 60 calendar days in advance of your absence and within 7 calendar days, by 11:59 pm EST, of your absence.
- You must also comply with your department’s normal call in procedures for each intermittent absence. Your manager or Human Resources representative can provide you with your departmental call in procedures. If these absence reporting procedures are not followed, those absences will not be approved for job-protected leave.
- PLEASE NOTE: Reporting intermittent absences to Lincoln Financial Group will not result in any pay. If you wish to use annual or sick time during your intermittent absence, please follow your normal departmental paid time off request procedures.

How Do I Report Intermittent Absences?

You will need to contact Leave Services to report intermittent absence through one of the following options:

- **Online through My Lincoln Portal** SM at go.gwu.edu/MLP.
- **Phone:** To report intermittent hours, please contact Leave Services at **(800) 213-5609, Option 4.**

What Will I Be Asked While Reporting Intermittent Absences?

Depending on the communication method you choose, you must provide the following information:

	Phone	My Lincoln Portal SM
Employee ID – Needed for IVR Entry	✓	
Intermittent Leave ID number: Please note: Your leave ID number is located at the top of your leave acknowledgment or approval letter. You can also obtain this information at go.gwu.edu/MLP .	✓	✓
Date of Birth including month, day & year		✓
Date & duration of absence for which you are reporting time used	✓	✓

How Do I Review my Leave and/or Intermittent Absences?

- When submitting intermittent absences online, you will not receive a confirmation note; however, you can check the status of your leave and intermittent absences 24/7 via My Lincoln PortalSM.
- After logging on, follow these steps:
 1. Select View Status
 2. Select the Leave Number that corresponds to your intermittent leave
 3. Select the **Time Applied Report**. This report will provide a list of submitted intermittent absences.

Things to Remember when Reporting Intermittent Absences.

- You may only report intermittent absences on leaves that have been pended or approved. Those absences must fall within the approved leave begin and end dates.
- Please make sure that you gather all the information required on the chart above prior to logging on to My Lincoln PortalSM or calling Leave Services.
- Intermittent absences may not be viewable until the following business day.

What Information Will I Be Provided?

If reporting intermittent absences via phone (IVR), after submitting your intermittent time you will receive a confirmation number. Please do not hang up until you have received your confirmation number or your submission will not be completed and reported.

If reporting intermittent absences online, you will receive an online confirmation that your report has been successfully submitted.