University of Colorado
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EMPLOYEE SERVICES

Employee Services Leave Programs
Leave of Absence Employee Self-Service (ESS)
Employee User Guide

This guide is designed to help employees apply for and manage a leave of absence (LOA) under the university's major leave programs including FMLA, FAMLI, and Parental Leave. You will learn how to navigate the AbsenceTracker: Employee Self-Service (ESS) portal, determine the type of leave you need to request (continuous, intermittent, or reduced schedule), request your leave, and manage it.

1. **Select** a subject line in the Contents to navigate this guide.
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Getting Started with AbsenceTracker: Employee Self-Service (ESS)

To apply for and manage FMLA, Parental Leave, or CU FAMLI leave, employees must request a case and provide all required documentation through the AbsenceTracker: Employee Self-Service (ESS) portal.

If you need additional information on various leave programs before applying, please refer to the appropriate guide: *Parental Leave Employee Guide, Family and Medical Leave Insurance (FAMLI) Employee Guide* or the *Family and Medical Leave Act (FMLA) Employee Guide* on the CU Leave Benefits guides website.

If you are unable to make a LOA request, your supervisor/manager or Human Resources (HR) contact can request and manage the case through the AbsenceTracker: Employee Self-Service (ESS) Manager portal on your behalf. Please refer to the *Leave of Absence Employee Self-Service (ESS) Manager, Supervisor and HR Partner User Guide* on the ESS User Guide website for more information.

AbsenceTracker (ESS): Internet Browser Requirements

Browser Compatibility: AbsenceTracker is best supported on the most recent versions of the following browsers:

- Windows OS: Chrome, Edge, Firefox
- Mac OS: Safari
- Android: Chrome, Firefox
- iOS:Safari

Inactivity Warning: Users should be aware that AbsenceTracker will timeout after 60 minutes of inactivity. Any data entered will be lost if not completed.

Mobile Compatibility: The AbsenceTracker: Employee Self-Service (ESS) is accessible on a mobile device. Depending on screen size and resolution, the Additional Resources hyperlink may not display on some mobile devices. You can access the additional resources on the Leave Programs website.

Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations

Please review this section prior to submitting your LOA request in the AbsenceTracker ESS. CU FAMLI is an optional leave benefit that provides eligible employees a portion of their weekly wages for up to 12 weeks, with an additional four weeks of leave for complications during pregnancy or childbirth. Eligible employees may receive CU FAMLI wage replacement benefits on the first day of employment, receive CU FAMLI job protection after 180 days of employment, and are allowed 12 weeks of partial wage replacement through CU FAMLI per 12-month period.

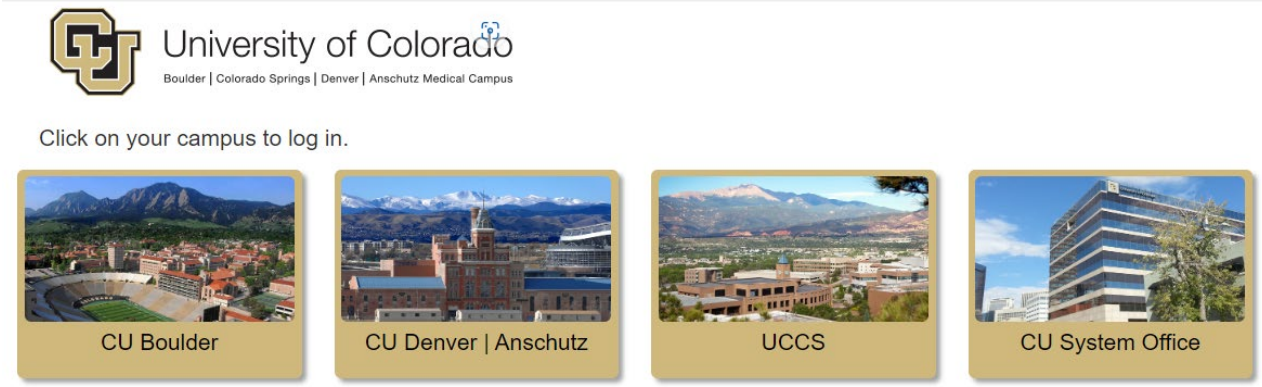
Important considerations when applying for CU FAMLI leave include:

- FAMLI payments made to employees by CU are exempt from all retirement plan contributions, mandatory and voluntary. Any paid parental leave, sick and vacation leave used to supplement FAMLI will be subject to normal retirement contributions.
- Employees receiving FAMLI payments can anticipate up to a 5% variance in gross pay, and their net pay may be higher or lower than previous months. Several factors may cause fluctuations including:
  - Retirement contributions are not taken out of the FAMLI portion of employee wages.
  - The FAMLI wage replacement benefit calculation requires rounding of decimals to pay employees on their paycheck. This rounding may impact actual dollars paid.

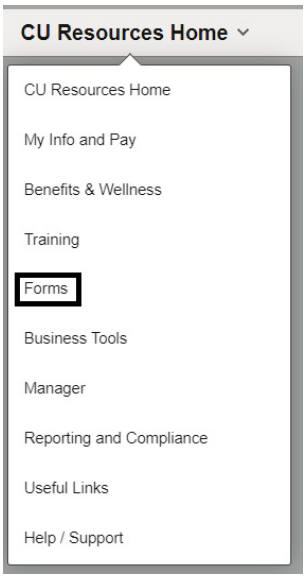
- An employee did not have any or enough supplemental paid leave entered, and their check only reflects their FAMLI benefit amount.

AbsenceTracker (ESS): Access and Login

1. **Login** to the employee portal (https://my.cu.edu/).

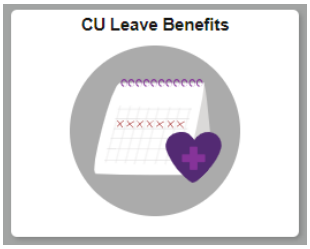


2. **Select** *Forms* from the *CU Resources Home* dropdown menu.



3. **Select** the *Collaborative HR Services* tile.

4. **Select** the *CU Leave Benefits* tile.

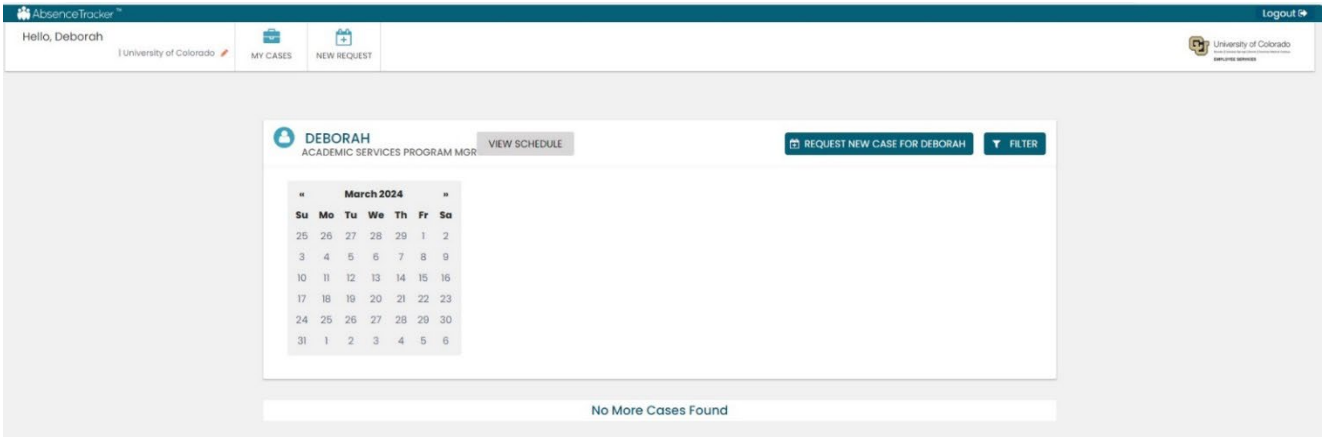


5. **Select** *Leave Self-Service* Tile.

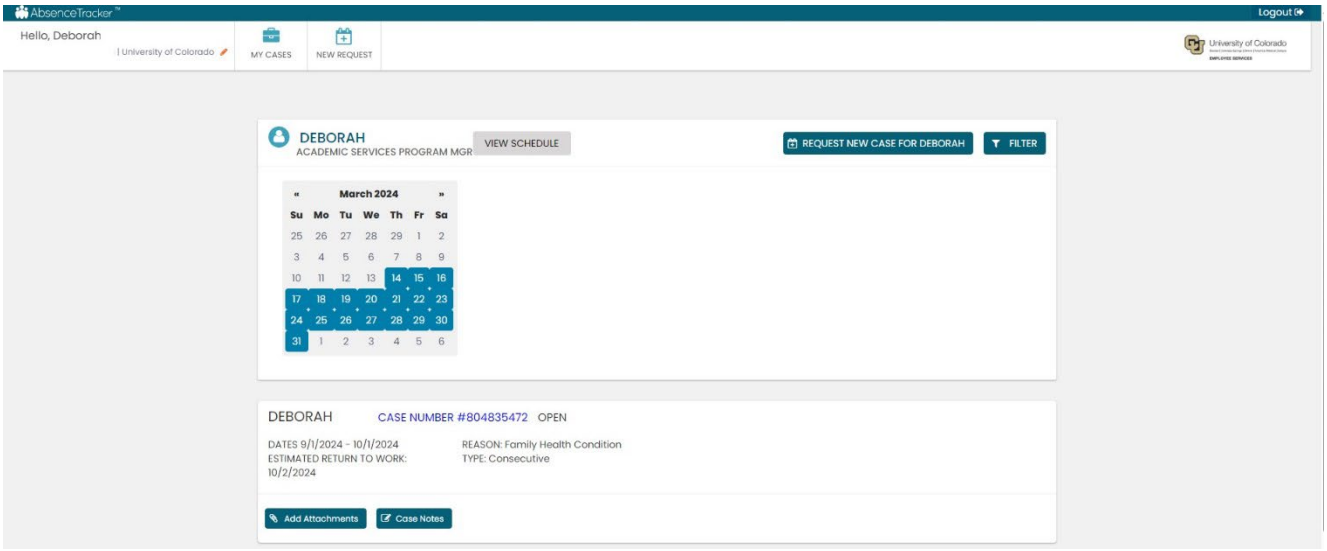
AbsenceTracker (ESS): ESS Employee Dashboard

Once you have logged in, the dashboard will appear on the ESS home screen. It will look one of two ways:

Dashboard view – No Cases



Dashboard view – Open Case



Determining your Leave Type (Consecutive, Intermittent or Reduced Schedule)

Leave can be taken in three different schedule formats: Consecutive, Intermittent or Reduced.

1. **Determine** what type of leave you will need:
    - **Consecutive Leave:** Consecutive leave is a block of time when you will not be present at work. Choose consecutive leave if you will be requesting a period of leave time without returning to work at all during your leave.

        Example: You have surgery scheduled for March 1st and will require a 6-week recovery period. You will be on leave from March 1st – April 11th and will not return to work or complete any work-related activity until April 12th.
    - **Intermittent Leave:** Intermittent leave should be requested if you require small increments of time off from work periodically to attend appointments with your healthcare provider or to treat a condition that may periodically prohibit you from working.

        Example: Your family member has a chronic condition which requires you to take them to medical appointments and provide care when their condition flares up. You need 1 day of leave per week to attend medical appointments and up to an additional 16 hours of leave per month to care for them during flare ups.
    - **Reduced Schedule Leave:** Reduced schedules should be requested if you need to consistently reduce the number of hours you work on a daily or weekly basis. Reduced schedules are consistent and there are no changes to the work schedule during the period of approved leave.

        Example: You have medical restrictions that do not allow you to work on a computer for more than 4 hours per day and therefore you need a reduced schedule to work only 4 hours each day of the workweek.

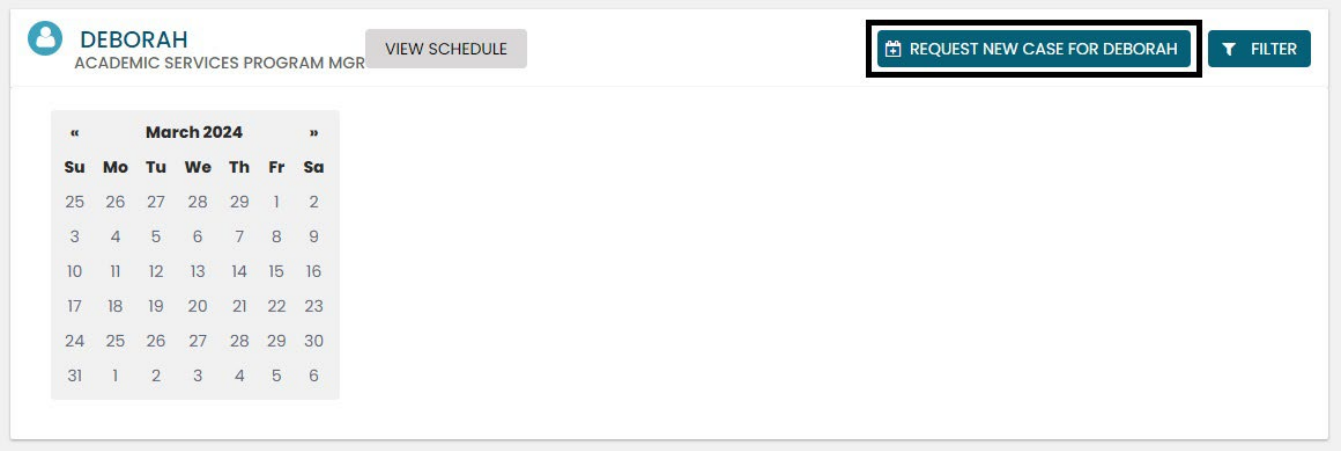
2. To navigate to the appropriate instructions in this guide, **select** your leave type from the following list:
    - Apply and Manage Your Consecutive Leave of Absence
    - Apply and Manage Your Intermittent Leave of Absence
    - Apply and Manage Your Reduced Schedule Leave of Absence

Apply for and Manage Your Consecutive Leave of Absence

Consecutive leave is a block of time when you will not be present at work. Choose consecutive leave if you will be requesting a period of leave time without returning to work at all during your leave. If you are unsure of your leave type please review How to Determine Your Leave Type before proceeding.

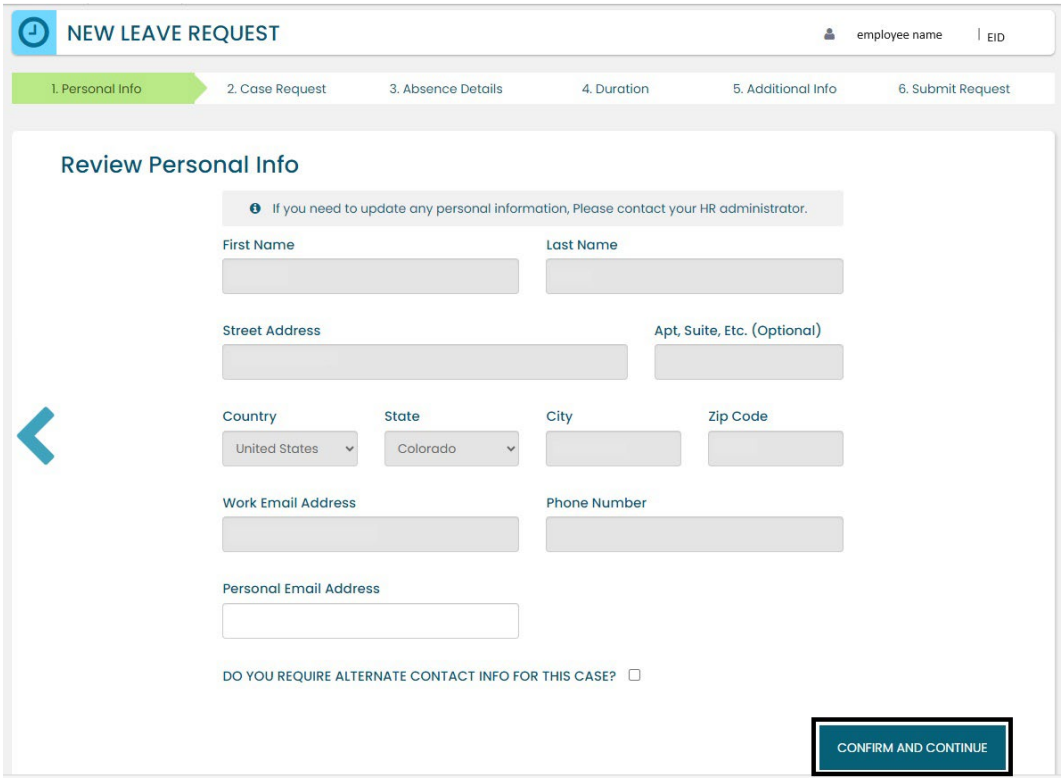
Applying for Consecutive Leave of Absence

1. **Select** *Request New Case.*

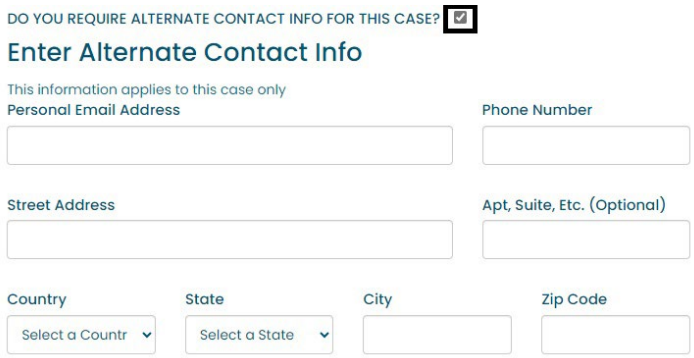


Personal Information

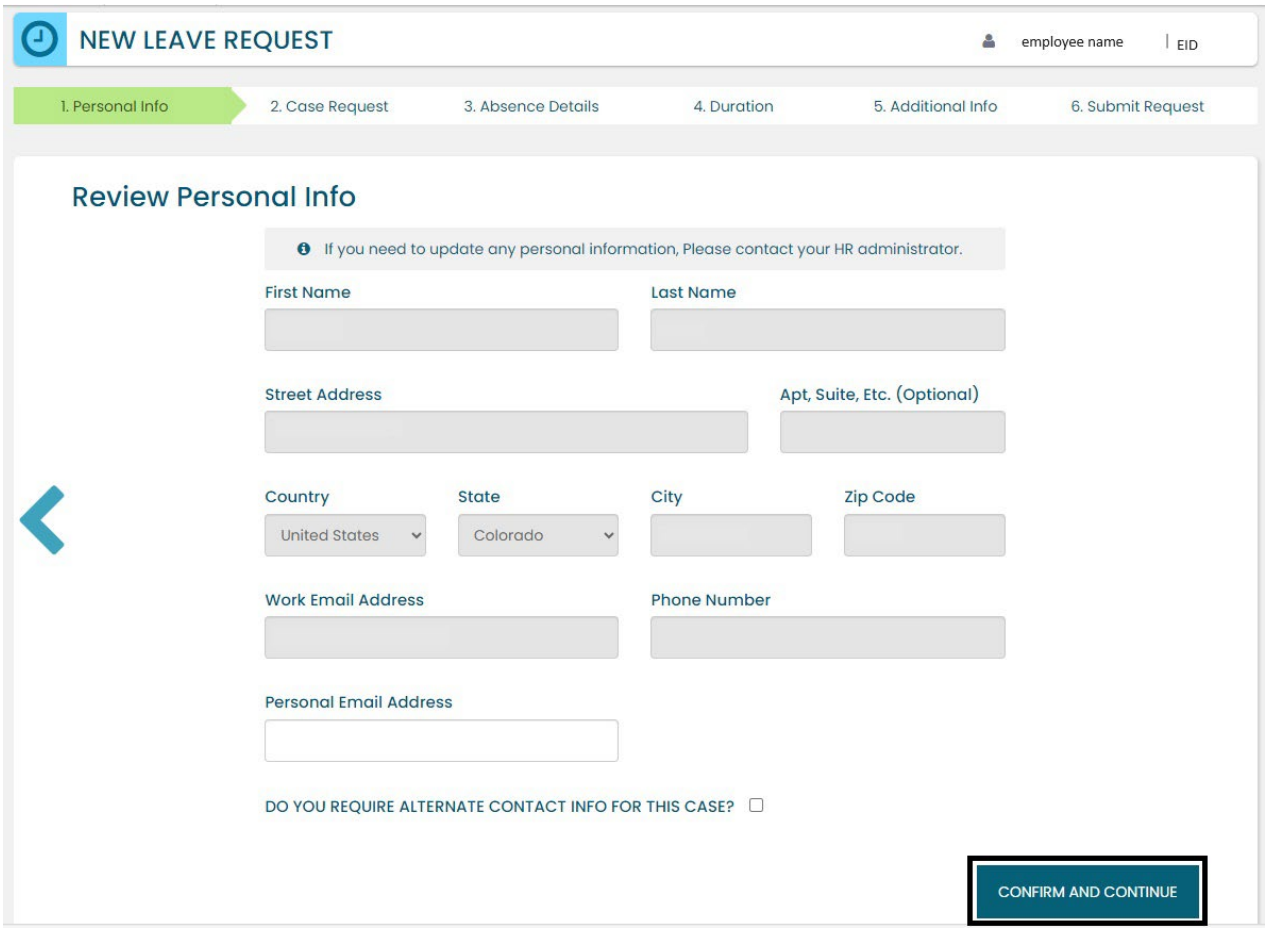
1. **Review** your personal information for accuracy. If you need to update any personal information on this screen, **contact** your department HR representative. Personal information cannot be edited in the ESS portal.



2. **Add** an alternate email or mailing address if applicable for the duration of your leave request. **Check** the box and **complete** the information.

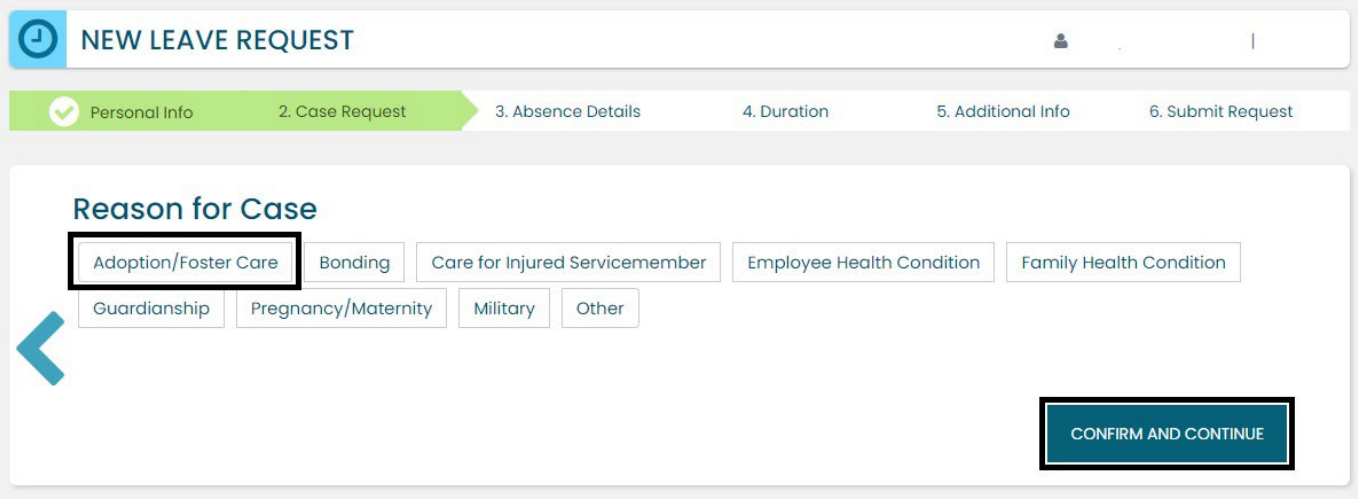


3. **Select** *Confirm and Continue.*

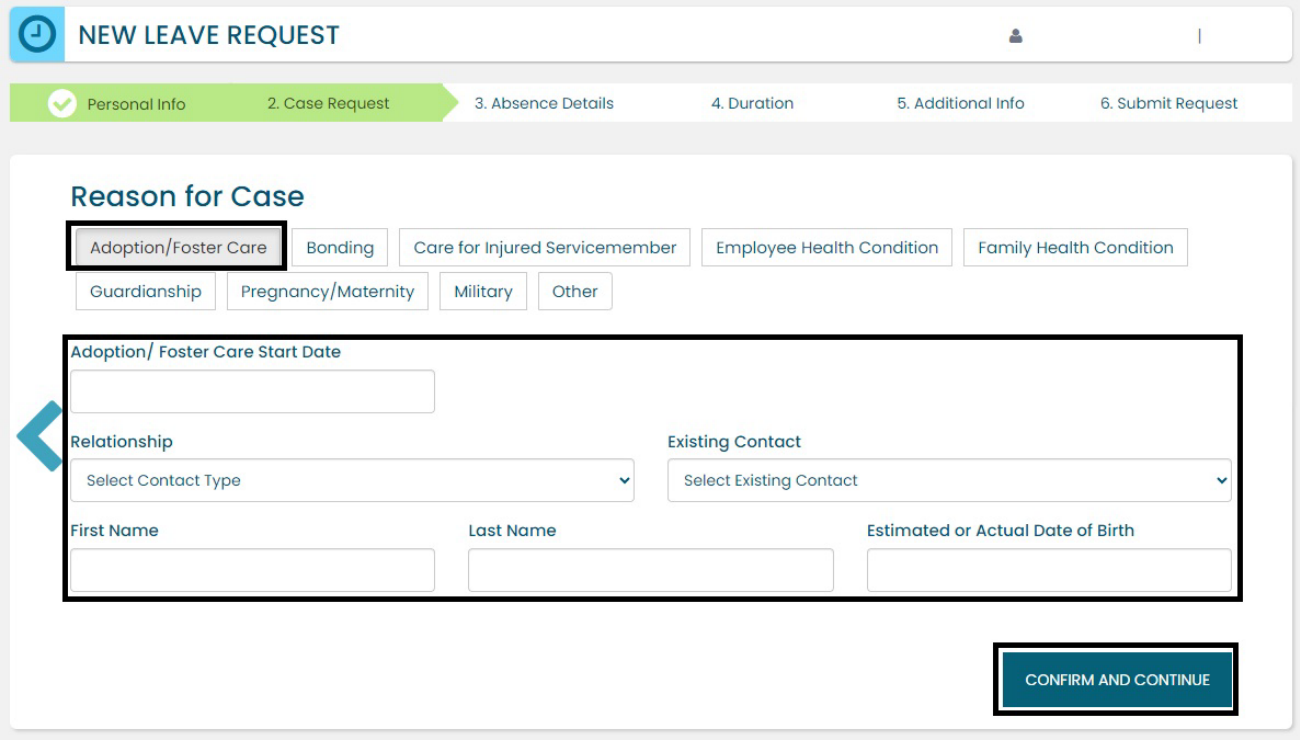


Reason for Case

1. **Select** the appropriate *Reason for Case*. Refer to Appendix A: Reason for Case Definitions if needed. Additional information regarding your case may appear after you select your case reason.



2. **Complete** all required information (dependent upon reason selected).

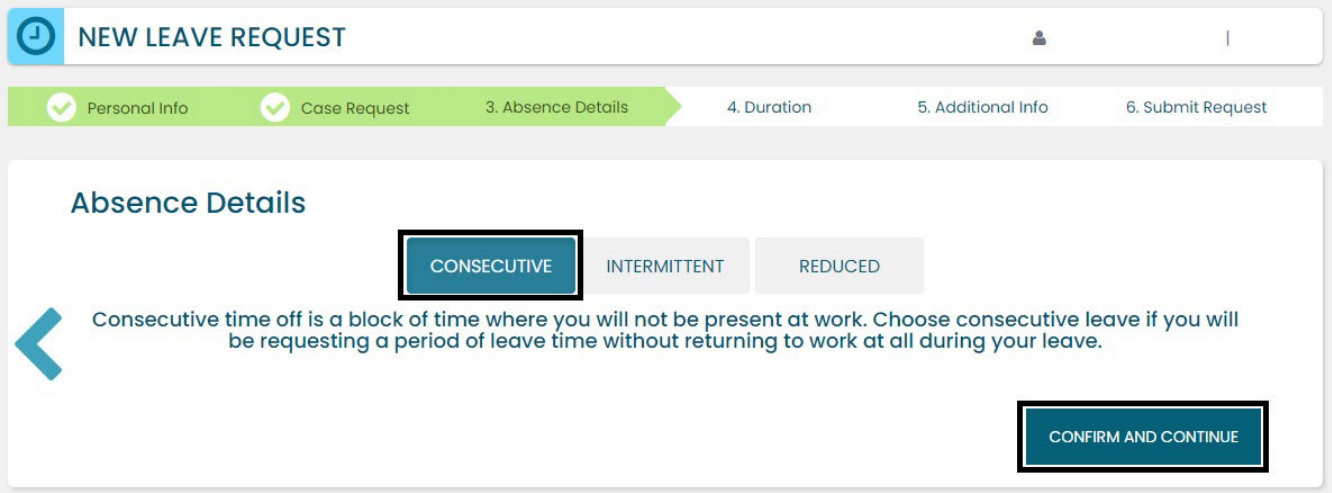


3. **Select** *Confirm and Continue*.

Absence Details

1. **Select** *Consecutive* from the *Absence Details*. If you are unsure of your leave type navigate to Determining your Leave Type.

2. **Select** *Confirm and Continue*.

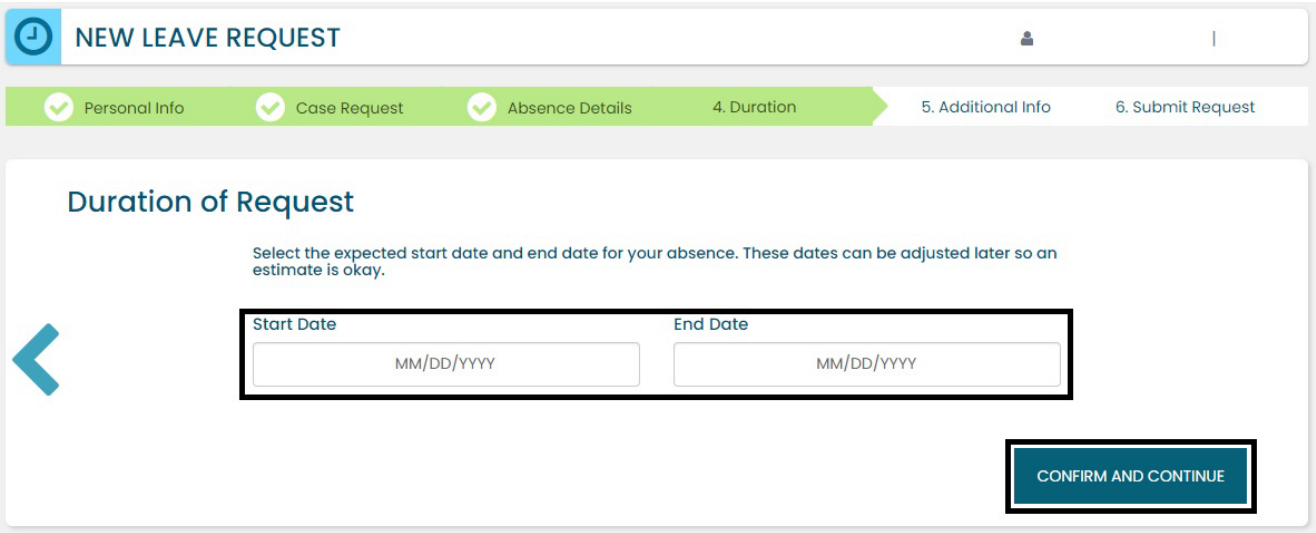


Duration

1. **Select** the *Duration of Request*.

2. **Enter** the expected *Start Date* and *End Date*. If you are unsure about the start and end dates of your leave of absence request, please give us your best estimate. Your Case Manager can update the leave dates when we receive your required documentation or if your needs change.

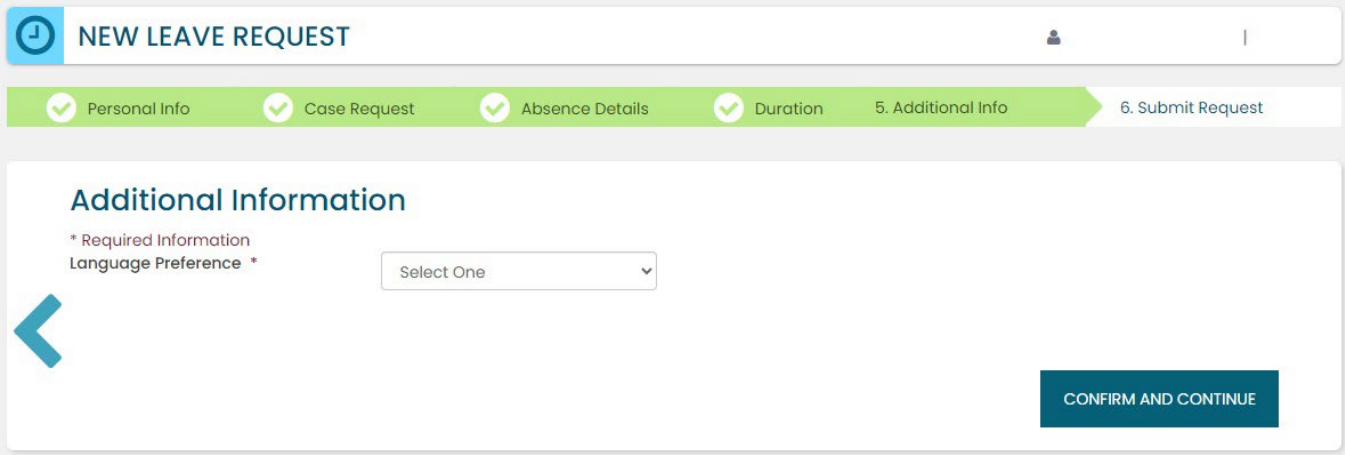
3. **Select** *Confirm and Continue*.



Additional Information

1. **Select** your preferred language from the dropdown menu.

   NOTE: this information is for tracking language needs. At this time, the ESS portal only supports English.

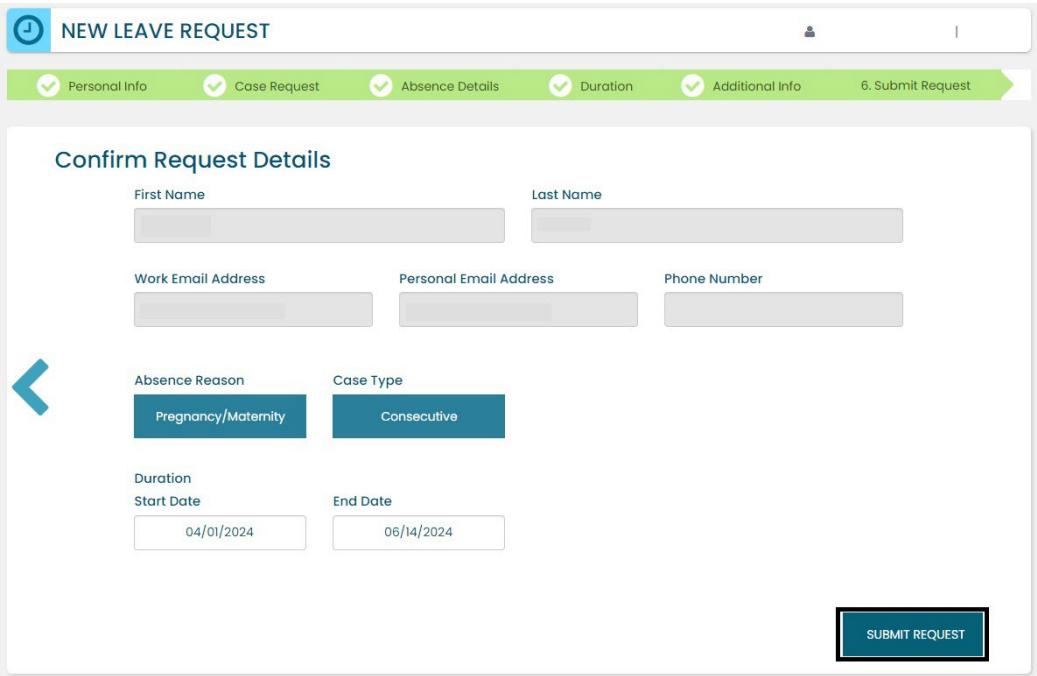


2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
   a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in to CU FAMLI leave for this LOA request.

Submit Request

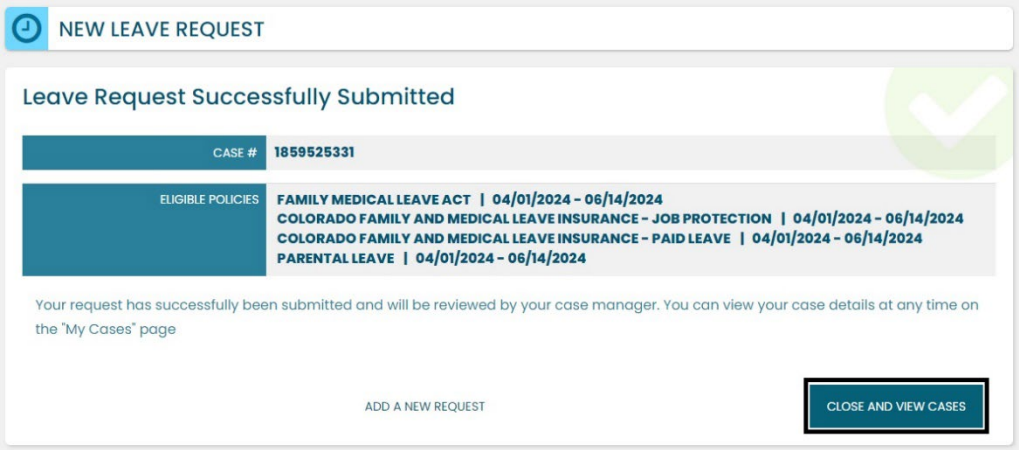
1. **Review** the details of your request on the *Confirm Request Details* screen. Any changes can be made by selecting the back arrow OR by selecting any of the green section headers.

2. **Select** *Submit Request.*



3. **Review** the following information on the *Confirmation* screen:
   - Case Number
   - Eligible Policies

4. **Select** *Close and View Cases.*

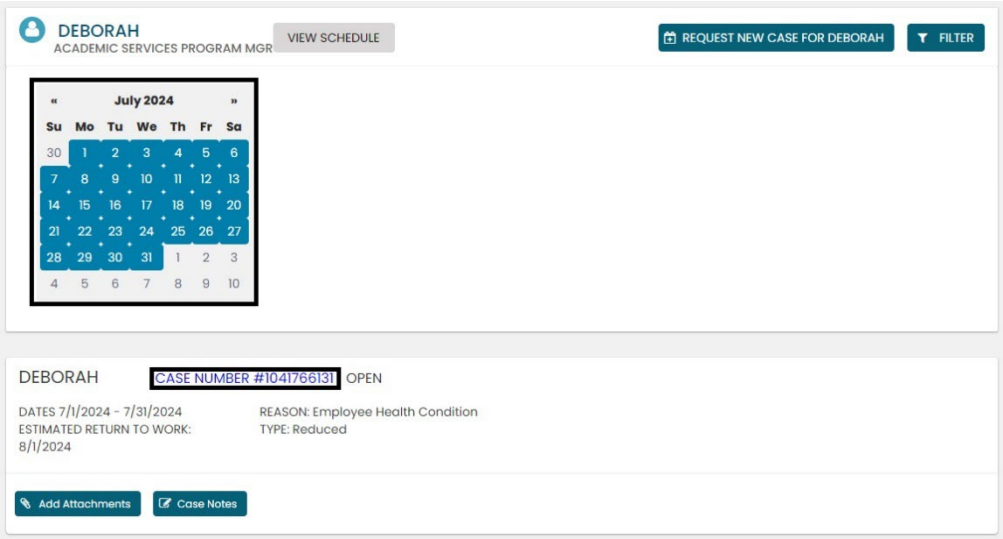


NOTE: Confirmation emails are not automatically sent. Your Case Manager will send you a confirmation email with your next steps **within five business days** after you have submitted your request in the ESS portal.

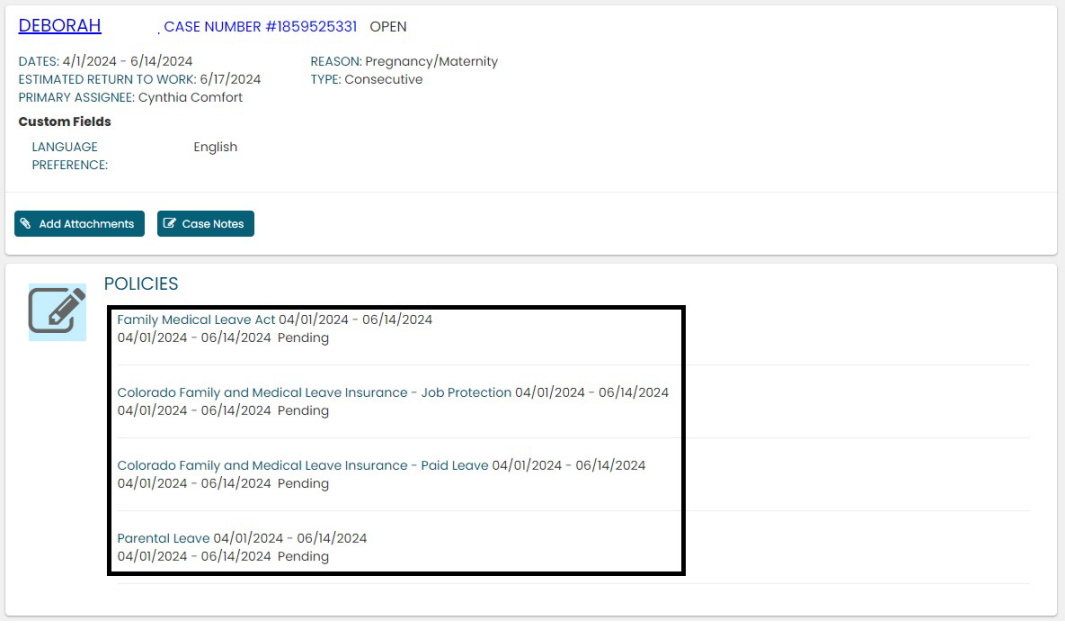
Pending Consecutive Leave Case

Once you have a case populated on the home screen you will be able to access it on the *Employee Dashboard*. To navigate to the Dashboard:

1. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.
2. **Select** your *Case Number* to open and review.



3. **Review** eligible policies. They will remain in a pending status until Employee Services is able to review your case and collect the required documents to approve or deny the leave. Within five business days of submitting your request, you will receive an email from your Case Manager which will include the required documents and next steps.



Approved Consecutive Leave Case

Once your consecutive leave case is approved, its status will update in ESS, and you will receive an approval email from your Case Manager.

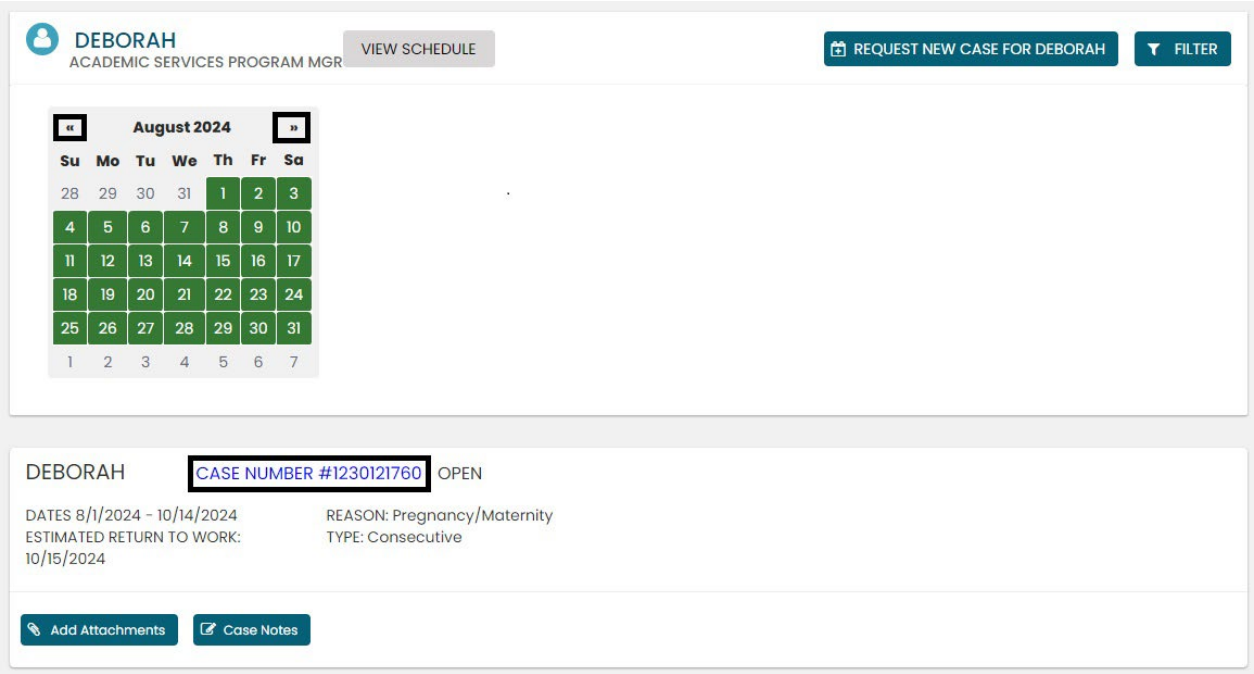
1. **Select** *My Cases* to navigate to your *Dashboard*.

   NOTE: Your calendar will change based on the case status. **Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests. The dates you requested for leave will be blue if pending, green if approved, orange if only some policies apply, and red if denied.

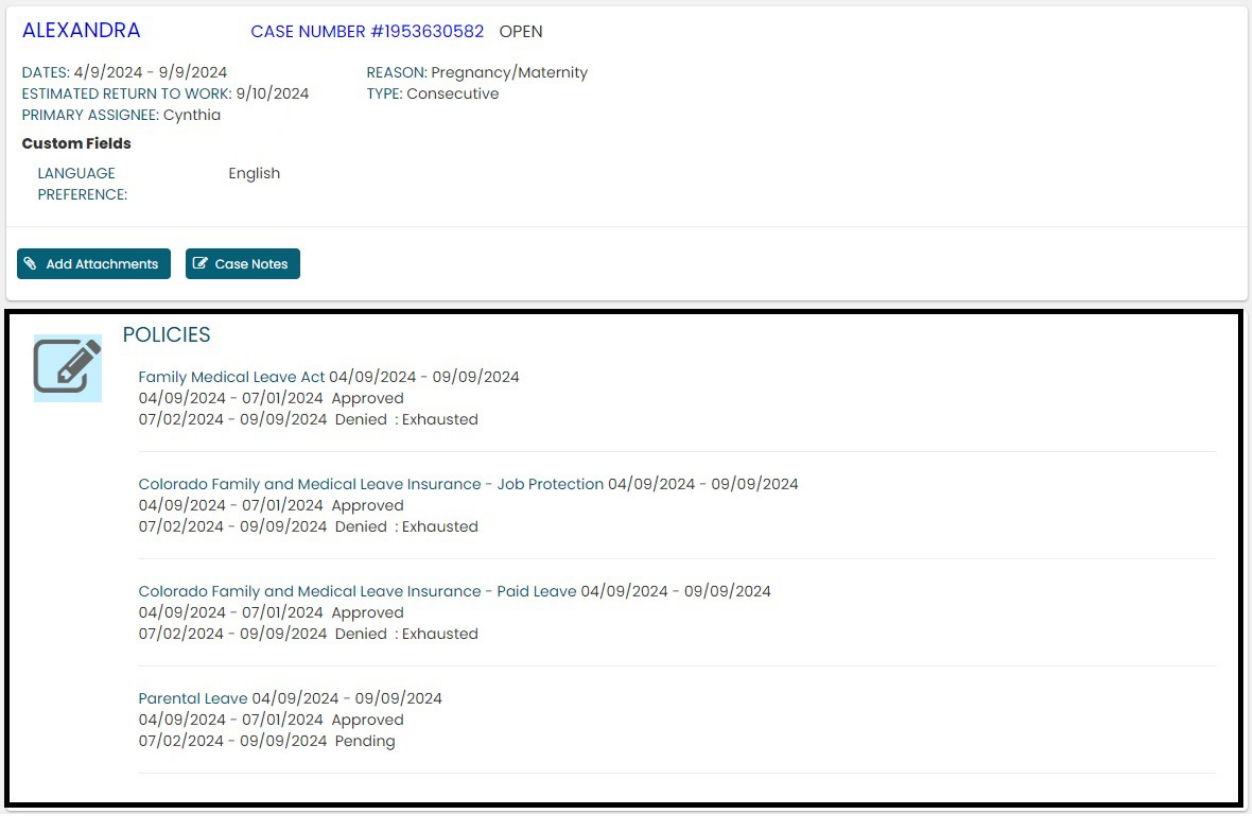
   In this example the dashboard reflects an approved case. You will now see green calendar dates to reflect your approved consecutive leave dates.

2. **Select** the *Case Number* to review case details. You will see that pending will have turned to approved or denied based on the determination made by your Case Manager after reviewing your supporting documents.

3. If you need to **Change** or update your consecutive leave case dates, please contact your Case Manager. You are not able to change your consecutive leave case dates in ESS.



4. **Select** the *Case Number* to review case details. You will see that pending will have turned to approved or denied based on your eligibility.



Leave Reporting Instructions

- The Leave Team will track your consecutive leave usage according to your approved designation notice. Your requested and/or approved consecutive leave dates can be reviewed in the self-service portal at any time. If you need to change your continuous leave dates, please contact your case manager at leave@cu.edu.
- You are required to report your FAMLI supplemental leave, regular work time and personal leave via your regular reporting method. Please work with your supervisor and/or department HR contact should you need assistance with this process.

  Exception: 9-month contract faculty and contract graduate students do not need to submit time through any other reporting mechanism.

You have completed the Consecutive Leave Instructions.
Select one of the following to continue:

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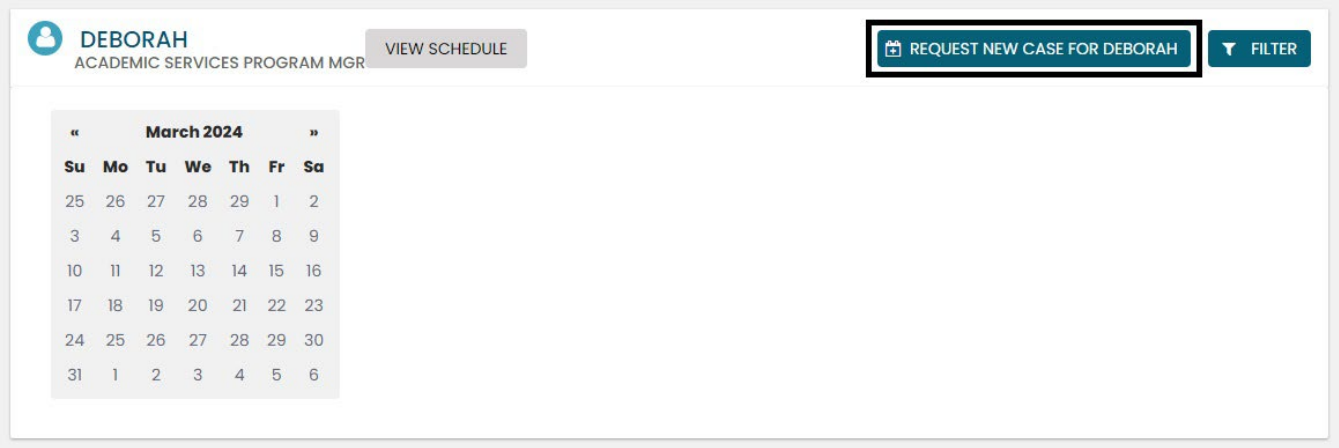
Apply For and Manage Your Intermittent Leave of Absense

Intermittent leave should be requested if you require small increments of time off from work periodically to attend appointments with your healthcare provider or to treat a condition that may periodically prohibit you from working. If you are unsure of your leave type please review How to Determine Your Leave Type before proceeding.

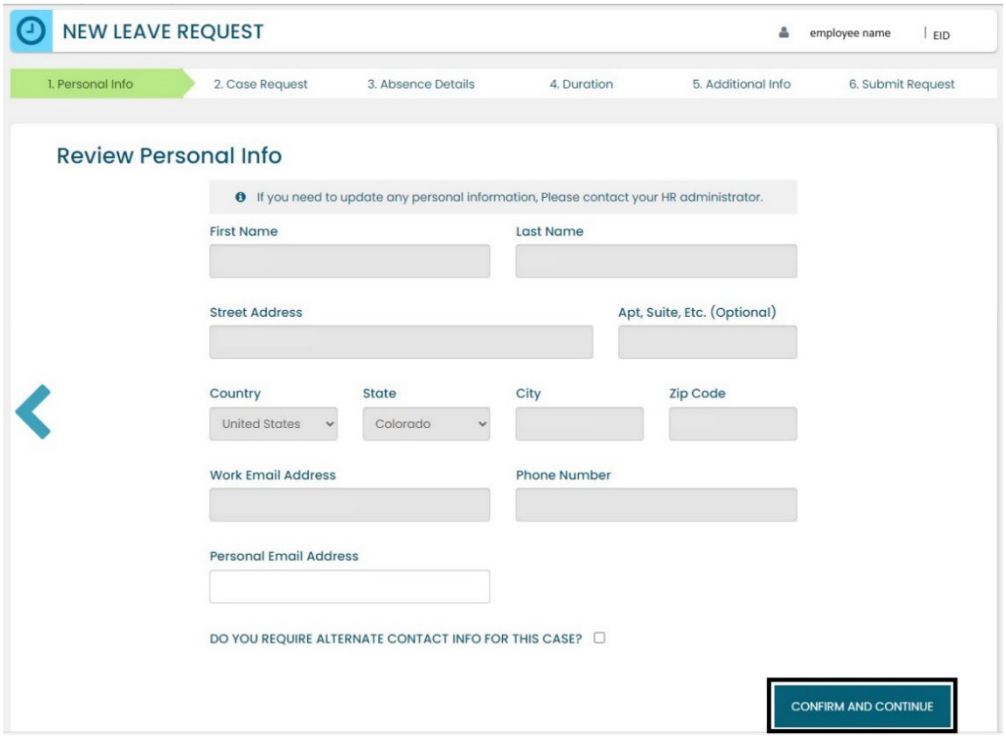
Applying for Intermittent Leave

1. **Select** *Request New Case.*

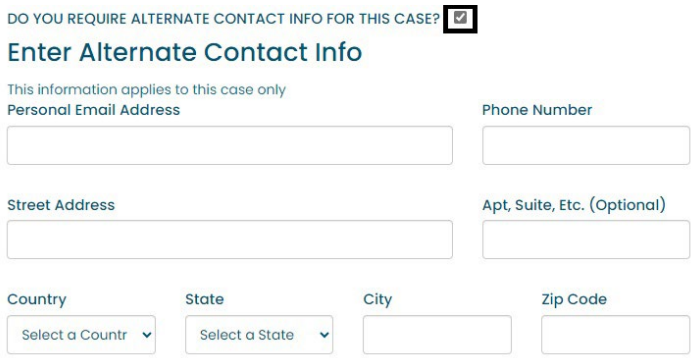


Personal Information

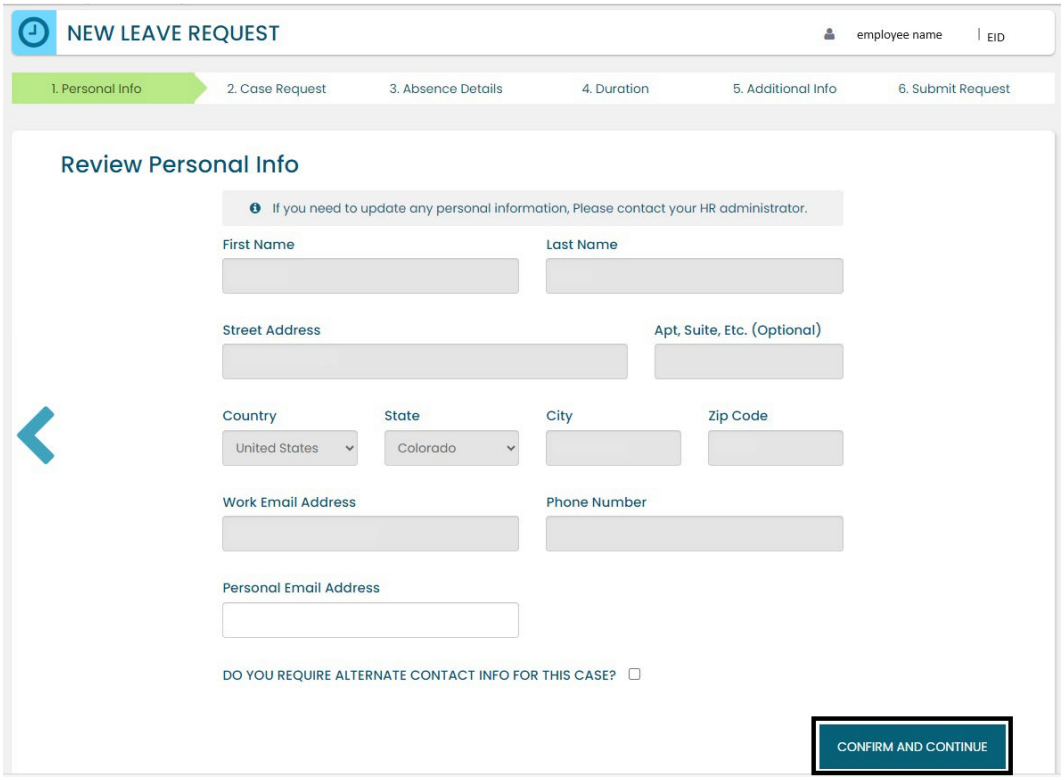
1. **Review** your personal information for accuracy. If you need to update any personal information on this screen, **contact** your department HR representative. Personal information cannot be edited in the ESS portal.



2. **Add** an alternate email or mailing address if applicable for the duration of your request. **Check** the box and **complete** the information.

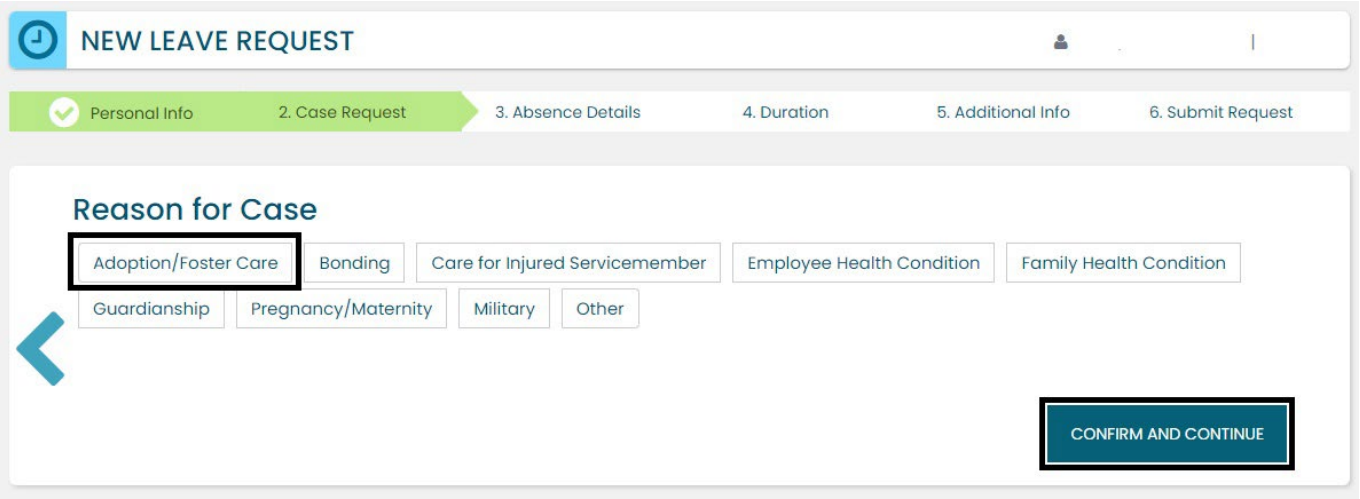


3. **Select** *Confirm and Continue.*

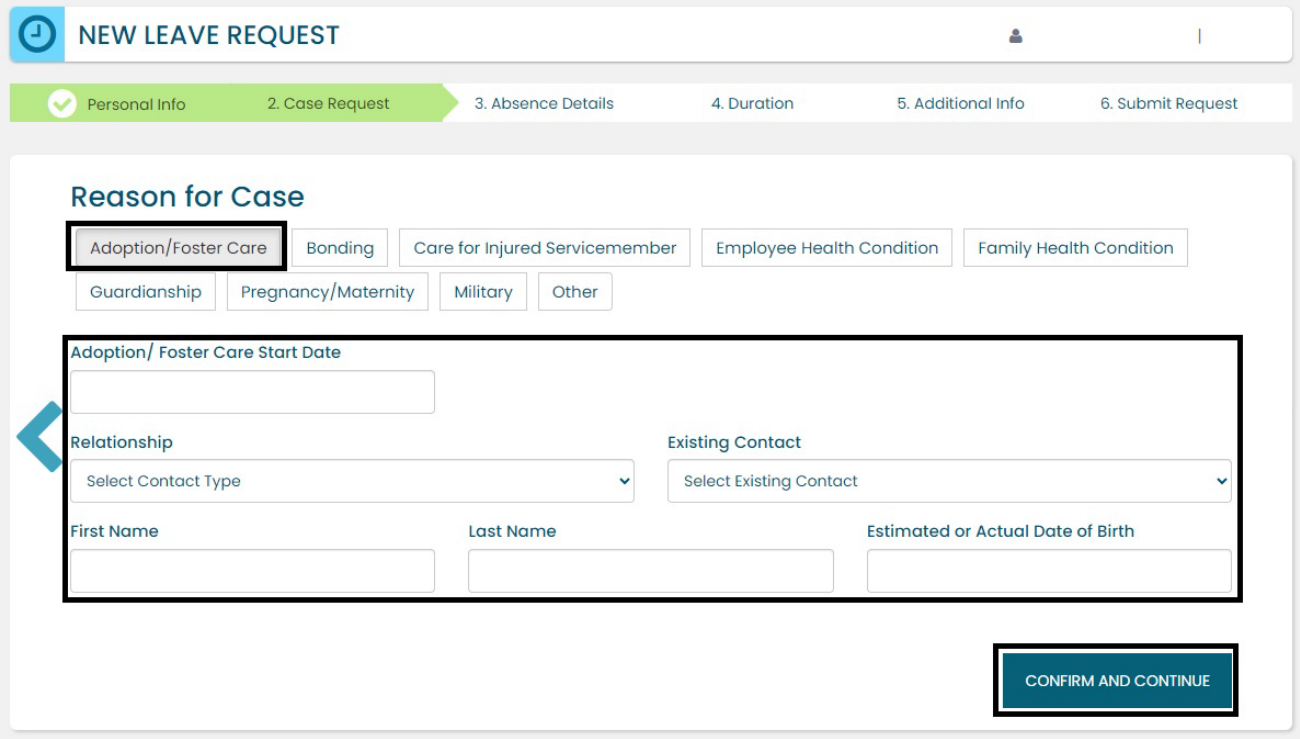


Reason for Case

1. **Select** the appropriate *Reason for Case*. Refer to Reason for Case Definitions if needed. Additional information regarding your case may appear after you select your case reason.



2. **Complete** all required information (dependent upon reason selected).

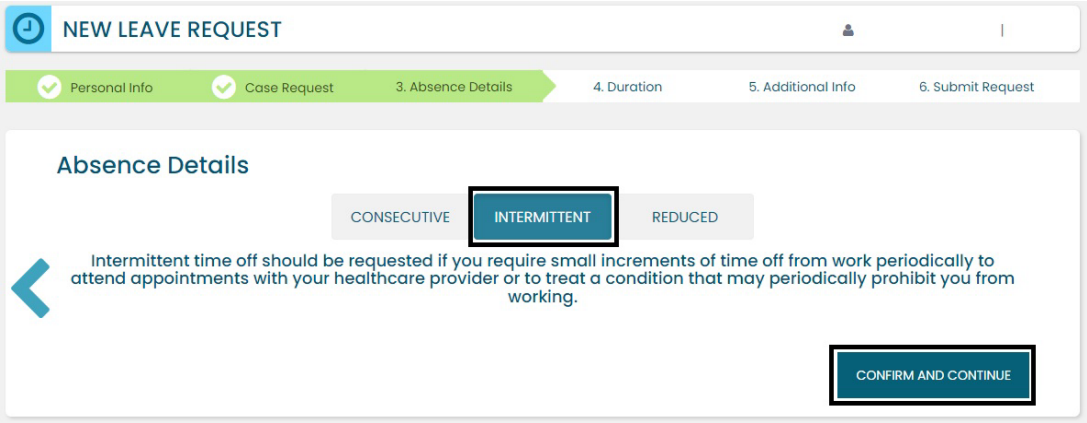


3. **Select** *Confirm and Continue*.

Absence Details

1. **Select** Intermittent in the *Absence Details*. If you are unsure of your leave type select Determining your Leave Type.

2. **Select** *Confirm and Continue.*

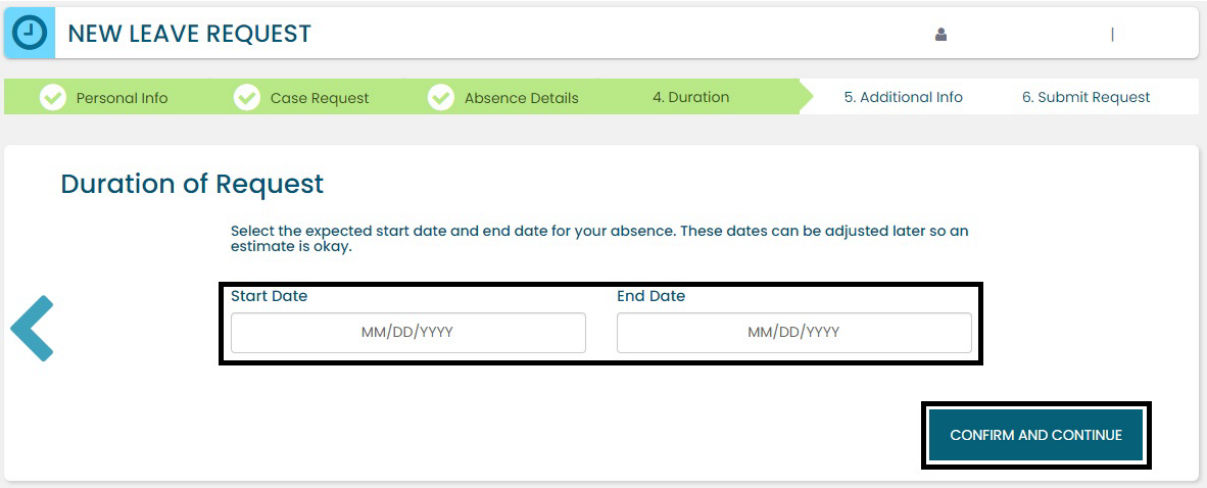


Duration

1. **Select** the *Duration of Request*.
2. **Enter** the expected *Start Date* and *End Date*.

   NOTE: for *Intermittent Leave* – **Enter** the full duration of your request. If you are unsure about the start and end dates of your intermittent leave request, please give us your best estimate. Your Case Manager can update the leave dates when we receive your required documentation or if your needs change.

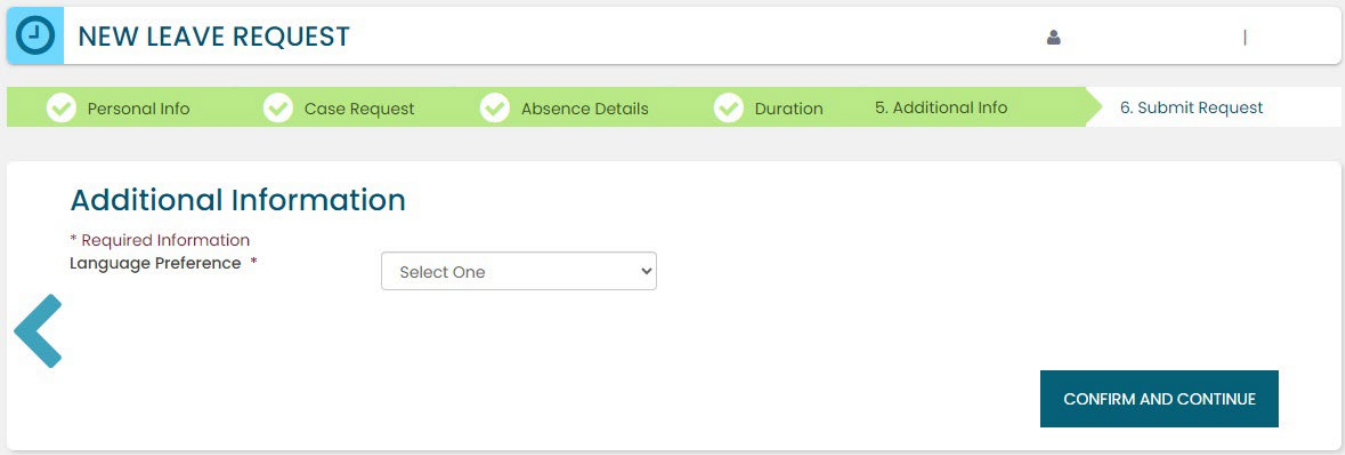
3. **Select** *Confirm and Continue*.



Additional Information

1. **Select** your preferred language from the dropdown menu.

   NOTE: this information is for tracking language needs. At this time, the ESS portal only supports English.

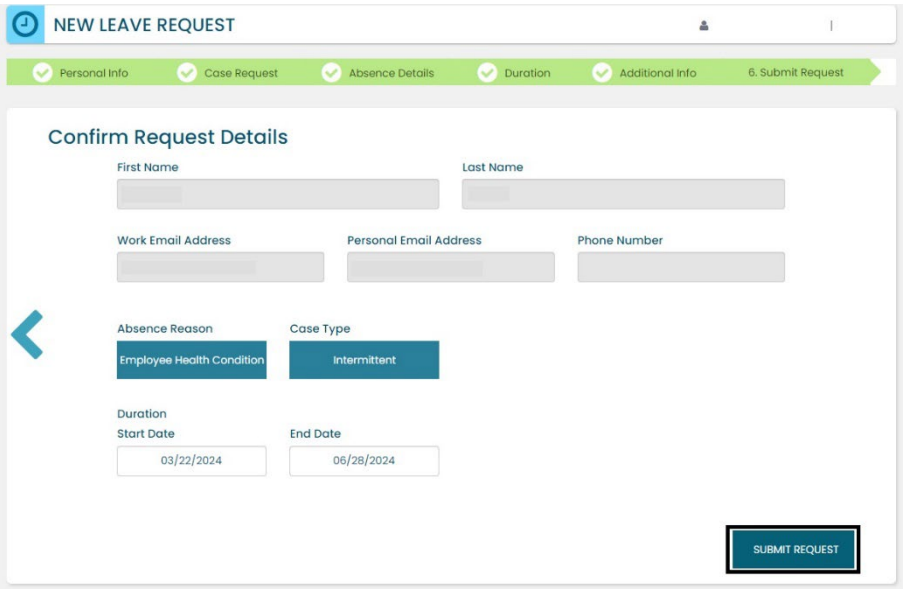


3. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
   a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in to CU FAMLI leave for this LOA request.

Submit Request

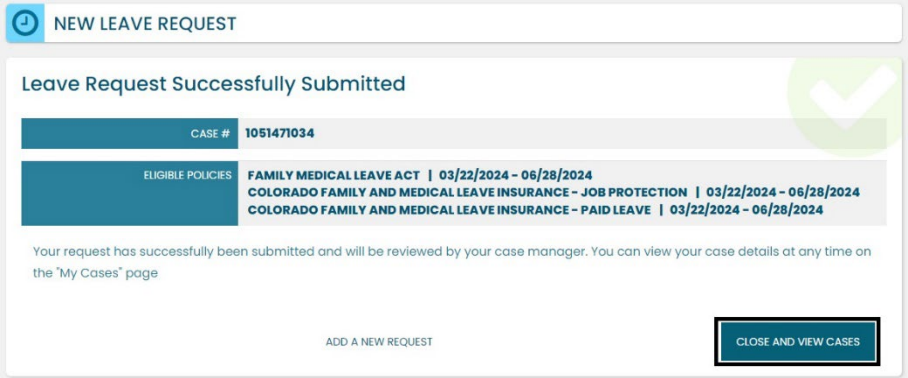
1. **Review** the details of your request on the *Confirm Request Details* screen. Any changes can be made by selecting the back arrow OR by selecting any of the green section headers.

2. **Select** *Submit Request.*



3. **Review** the following information on the *Confirmation* screen:
   - Case Number
   - Eligible Policies

4. **Select** *Close and View Cases.*

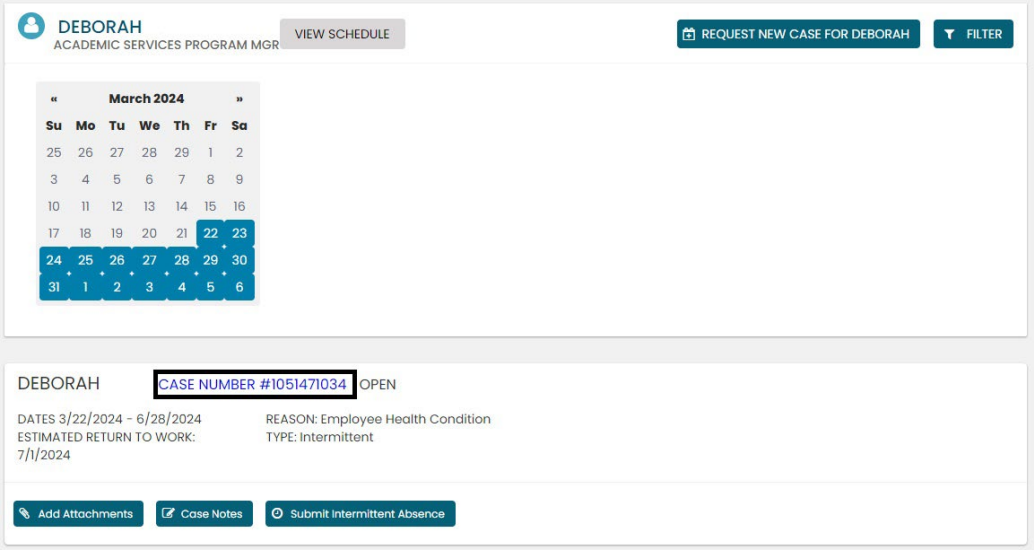


NOTE: Confirmation emails are not automatically sent. Your Case Manager will send you a confirmation email with your next steps **within five business days** after you have submitted your request in the ESS portal.

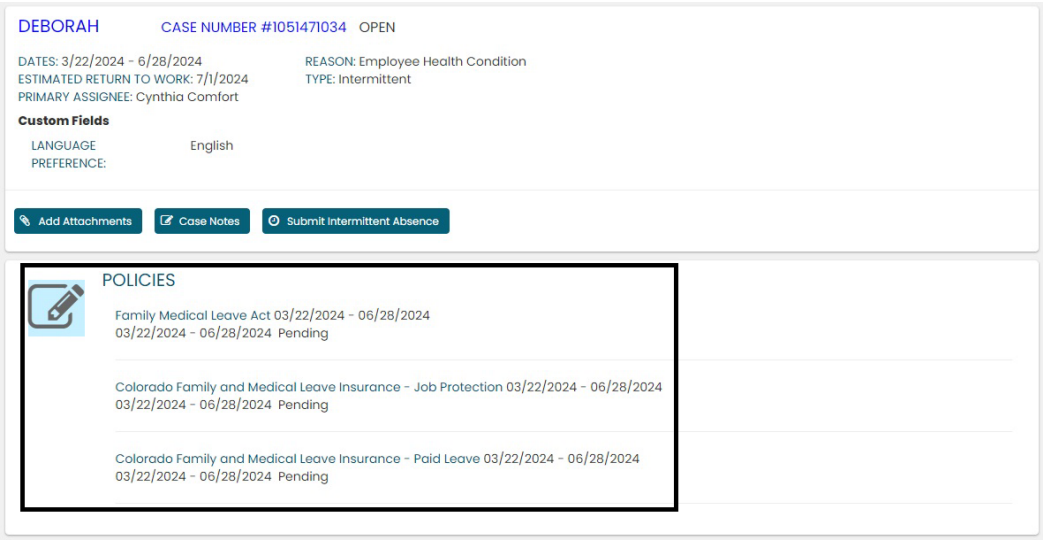
Pending Intermittent Leave Case Request

Once you have a case populated on the home screen you will be able to access it on the *Employee Dashboard*.

1. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.
2. **Select** your *Case Number* to open and review.



3. **Review** eligible policies. They will remain in pending status until Employee Services is able to review your case and collect the required documents to approve or deny the leave. Within five business days of submitting your request, you will receive an email from your Case Manager which will include the required documents and next steps.



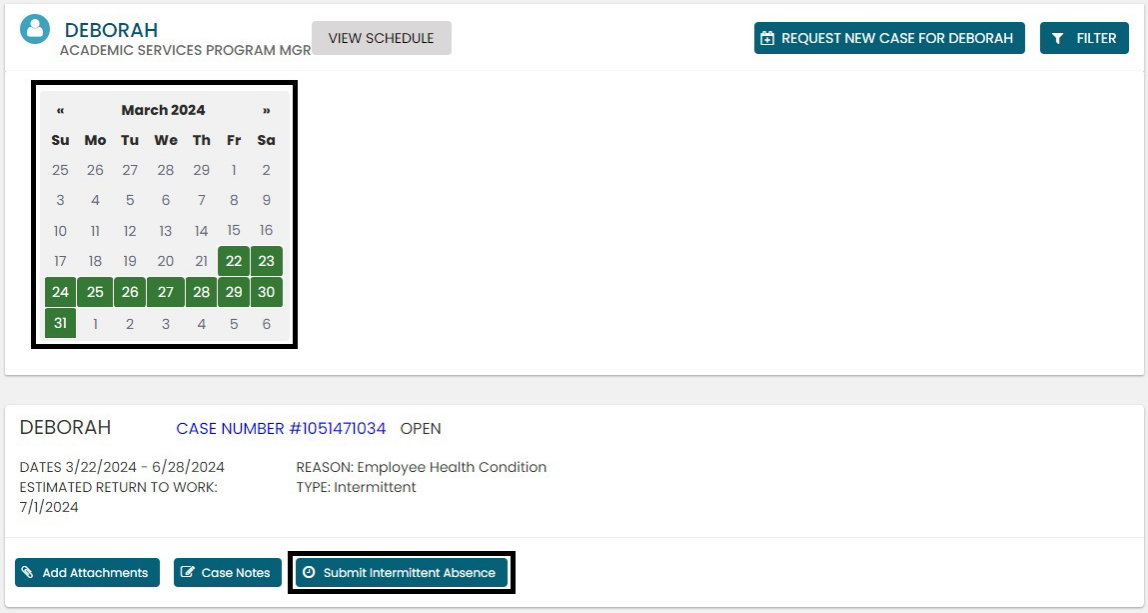
Approved Intermittent Leave Case

Once your intermittent leave case is approved, its status will update in ESS.

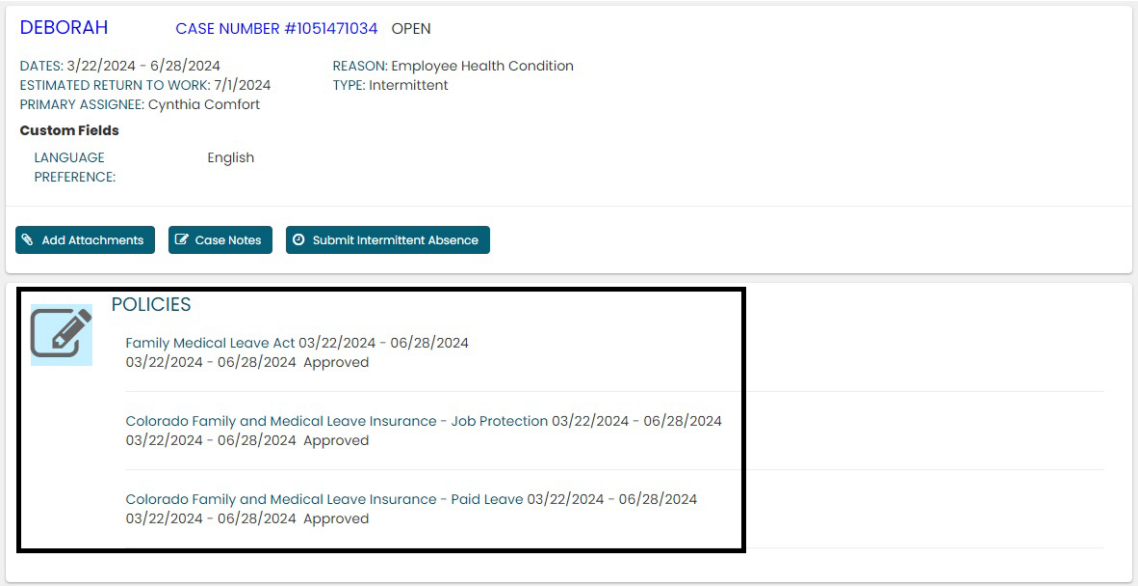
1. **Select** *My Cases* to navigate to your *Dashboard*.

   NOTE: Your calendar will change based on the case status. The dates you requested for leave will be blue if pending, green if approved, and red if denied. **Select** the calendar arrows to navigate to the month of requested leave.

   In this example, the dashboard reflects an approved case. You will now see green calendar dates and the *Submit Intermittent Absence* button is available. Select Reporting Intermittent Time Off for more details on reporting your intermittent leave usage.



2. **Select** the *Case Number* to review case details. You will see that pending will have turned to approved or denied based on the determination made by your Case Manager after reviewing your supporting documents.



Leave Reporting Instructions

While on approved intermittent leave, employees are required to submit leave requests using the self-service portal to help ensure accurate FAMLI tracking and pay. Employees must report leave within the designated timeframe based on their pay schedule:

- **Employees paid monthly** must report intermittent leave within **30 days** after the leave has occurred.
- **Employees paid biweekly** must report intermittent leave within **14 days** after the leave has occurred.

Failure to report intermittent leave within the required timeframe may result in denial of the leave request. In such cases, the leave will be subject to department policies and/or supervisor approval and an employee may be required to use their sick, vacation, or other leave accruals.

If an employee is unable to report their leave in the self-service portal within the required timeframe, other options may exist:

- The employee can email their leave time to their case manager.
- The employee can call their case manager to report their time.
- The employee's supervisor or department HR contact can report the leave time in the self-service portal or to the case manager on the employee's behalf. do so on your behalf.

If an employee does not report their leave within the required timeframe, the Leave Team may still approve the request at its discretion if there is a justifiable reason for the delay. Employees are strongly encouraged to communicate with their case manager in these circumstances as early as possible.

FAMLI Supplemental Leave, Regular Work time and Personal Leave

- Report your FAMLI supplemental leave, regular work time and any personal leave via your regular reporting method. Please work with your supervisor and/or department HR contact should you need assistance with this process.

  Exception: 9-month contract faculty and contract graduate students do not need to submit time through any other reporting mechanism.
- Do not report any personal leave or regular work time in the self-service portal.

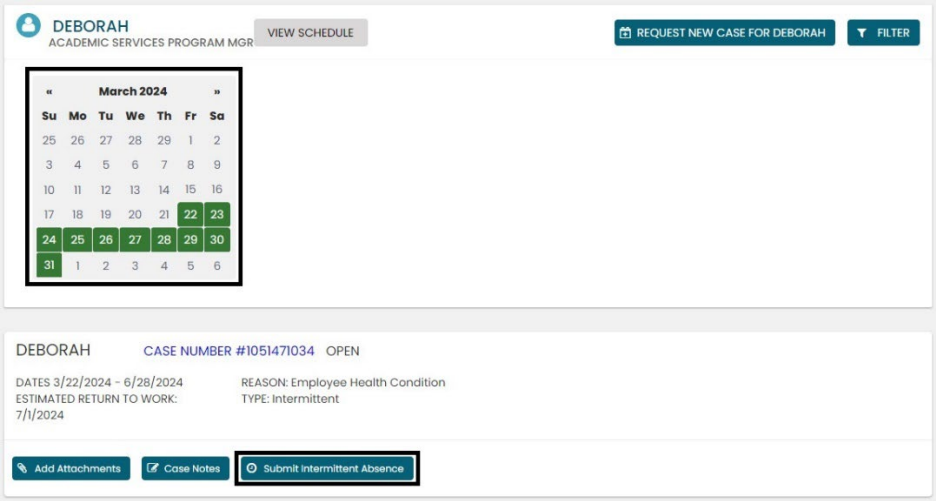
Leave Reporting

You will report all leave time in the self-service portal by following the steps below.

- Report leave usage as soon as leave is taken or as soon as you know leave will be needed. All intermittent leave requests are due in the ESS portal **no later than the 5th day** of each month following the month in which the leave was taken.

  Example: All intermittent leave requests for April should be submitted by May 5th.
- If employees do not provide leave reporting information by the 5th day of each month and are on an approved FAMLI leave, they may not receive FAMLI pay in their next monthly paycheck. Employee Services will retroactively pay the FAMLI benefit at a later time when the leave information is received.
- If you do not take any leave in a given month, there is no need to take action.

1. **Select** the *Submit Intermittent Absence* button.

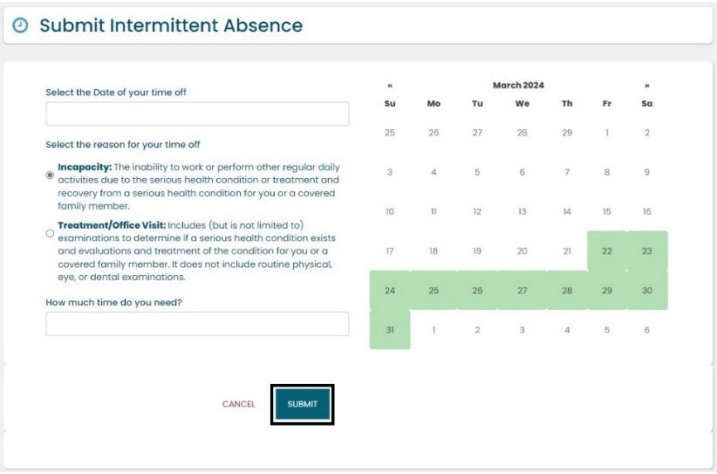


2. **Select** the date on the calendar you are entering leave usage for. This will auto populate the date box.

3. **Select** the reason for your time off. **NOTE:** Employees on intermittent parental leave should choose *Incapacity* since there is no bonding leave option.

4. **Enter** the amount of leave being requested for that date in hours and minutes.
   Example: 4h 0m or 2h 30m

5. **Select** *Submit.*

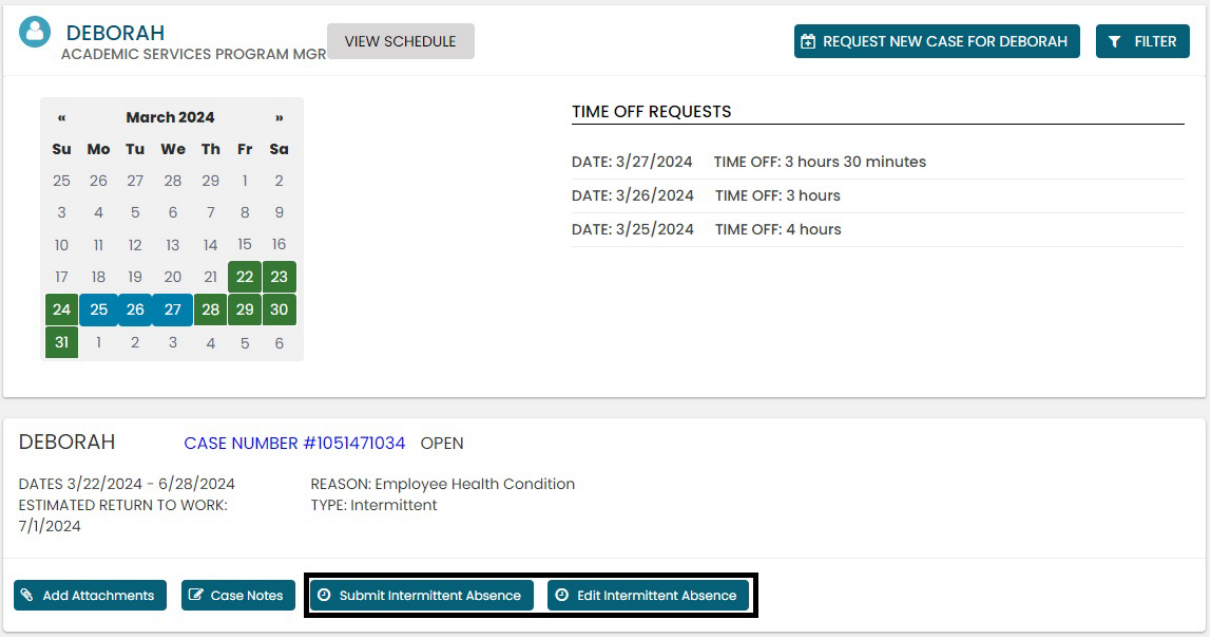


Your dashboard will now reflect the days you have entered.

6. **Review** the time you have entered.

7. Each intermittent leave request must be approved by your Case Manager to ensure it falls within your approved leave schedule and will remain in a pending status on your leave tracking calendar until the approval is complete.

8. **Select** *Edit Intermittent Absence* if you need to make changes.



You have completed the Intermittent Leave Instructions.

Select one of the following to continue:

Table of Contents

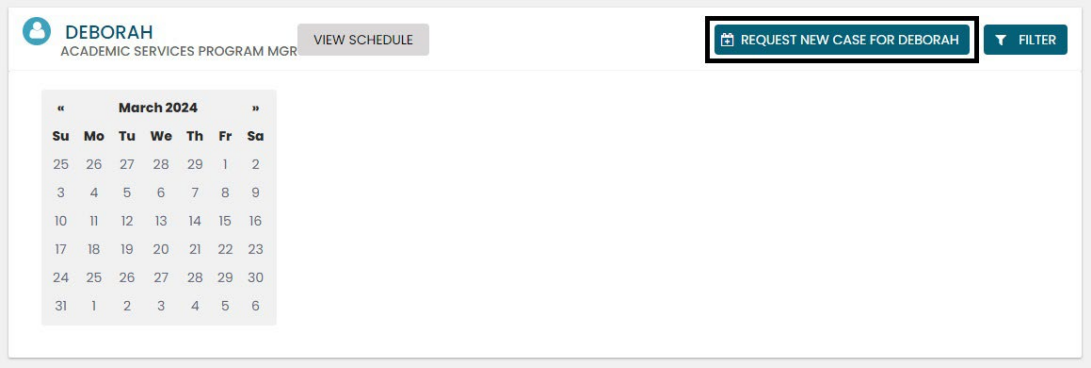
Resources

Apply For and Manage Your Reduced Schedule Leave of Absence

Reduced schedule leave should be requested if you need to consistently reduce the number of hours you work on a daily or weekly basis. Reduced schedules are consistent and there are no changes to the work schedule during the period of approved leave. If you are unsure of your leave type please review How to Determine Your Leave Type before proceeding.

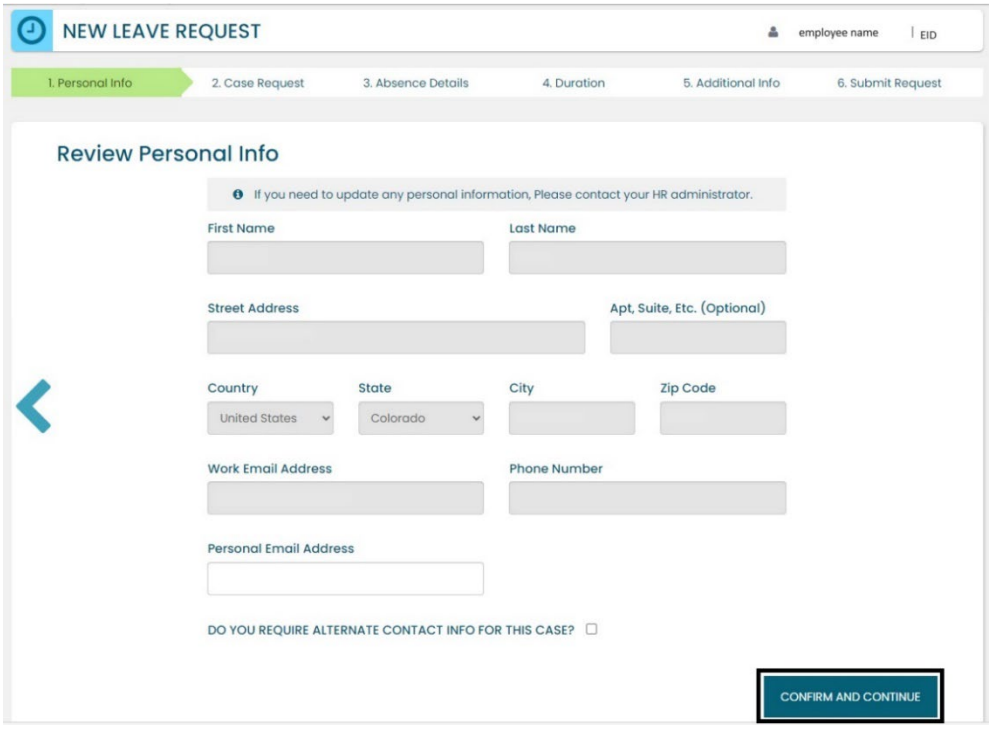
Applying for Reduced Schedule Leave

1. **Select** *Request New Case.*

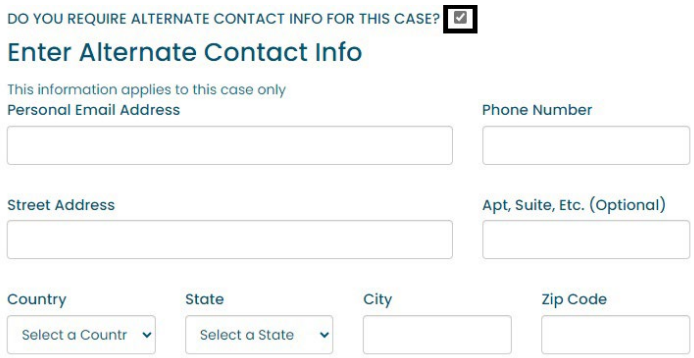


Personal Information

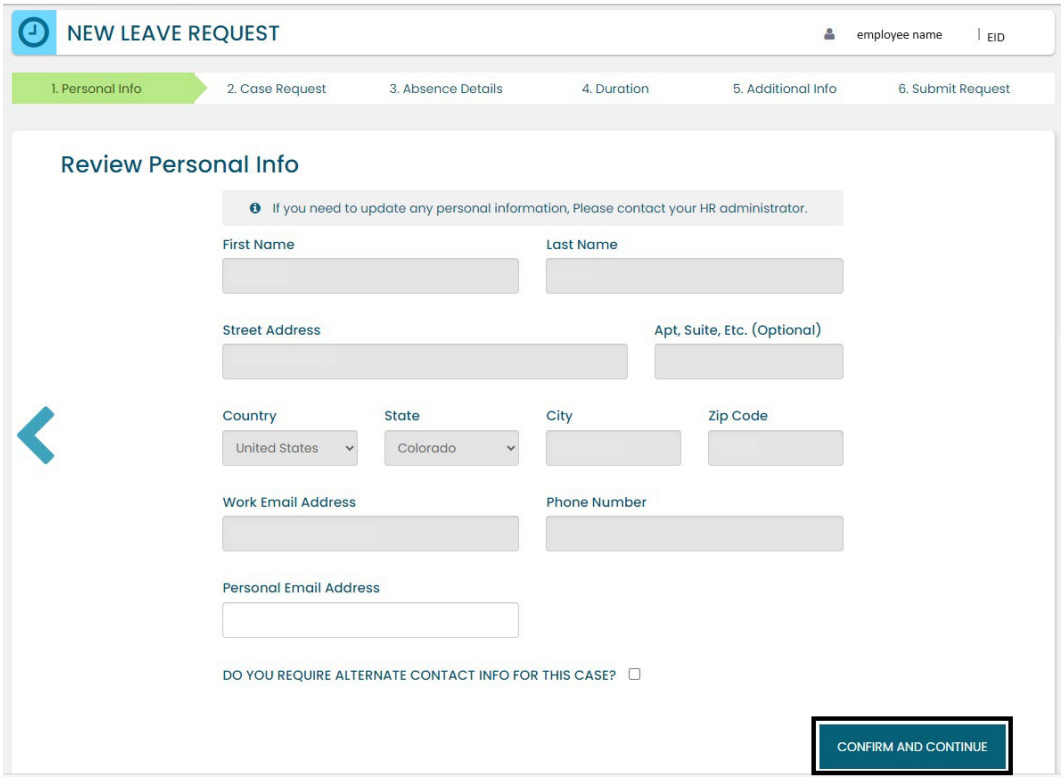
1. **Review** your personal information for accuracy. If you need to update any personal information on this screen, **contact** your department HR representative. Personal information cannot be edited in the ESS portal.



2. **Add** an alternate email or mailing address if applicable for the duration of your request. **Check** the box and **complete** the information.

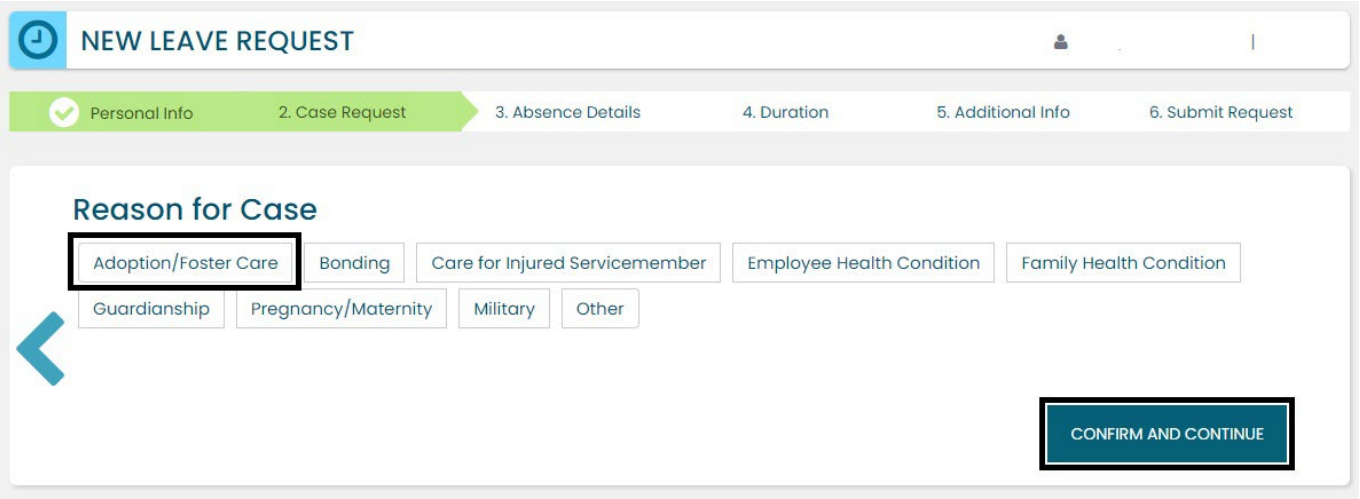


3. **Select** *Confirm and Continue.*

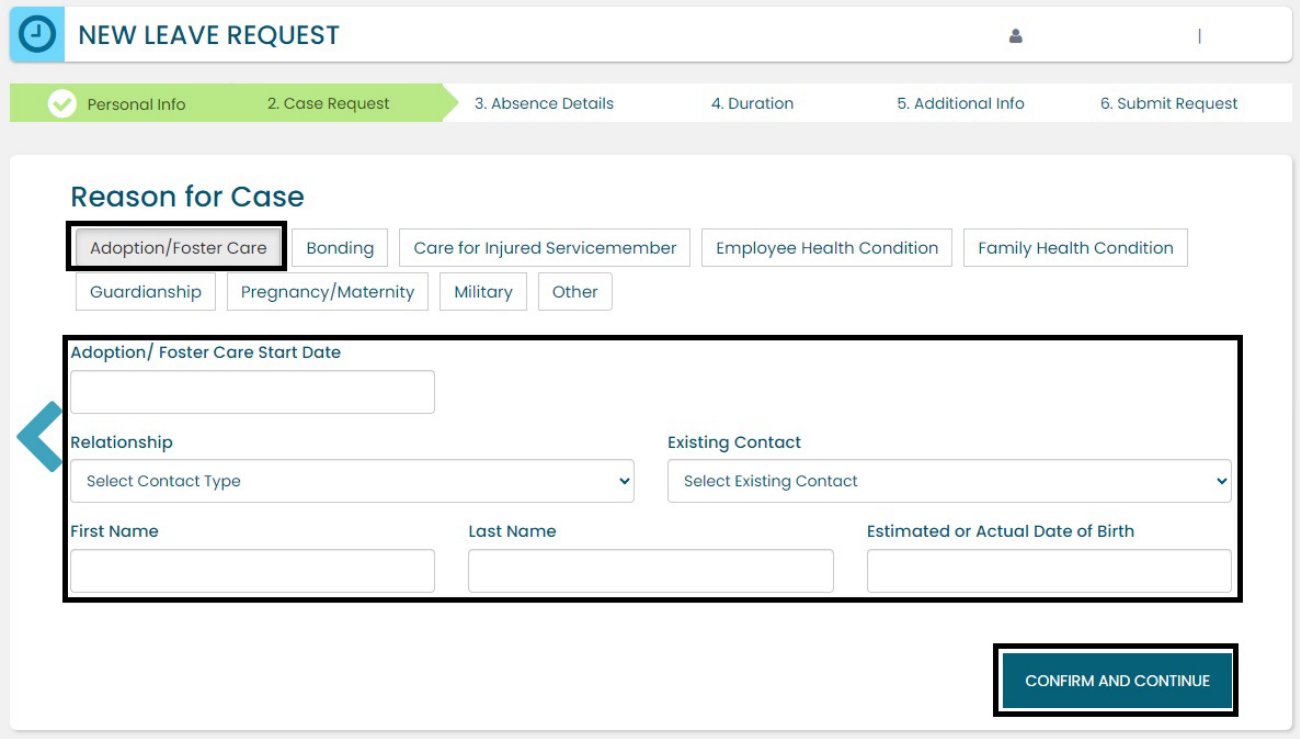


Reason for Case

1. **Select** the appropriate *Reason for Case*. Refer to Reason for Case Definitions if needed. Additional information regarding your case may appear after you select your case reason.



2. **Complete** all required information (dependent upon reason selected).



3. **Select** *Confirm and Continue*.

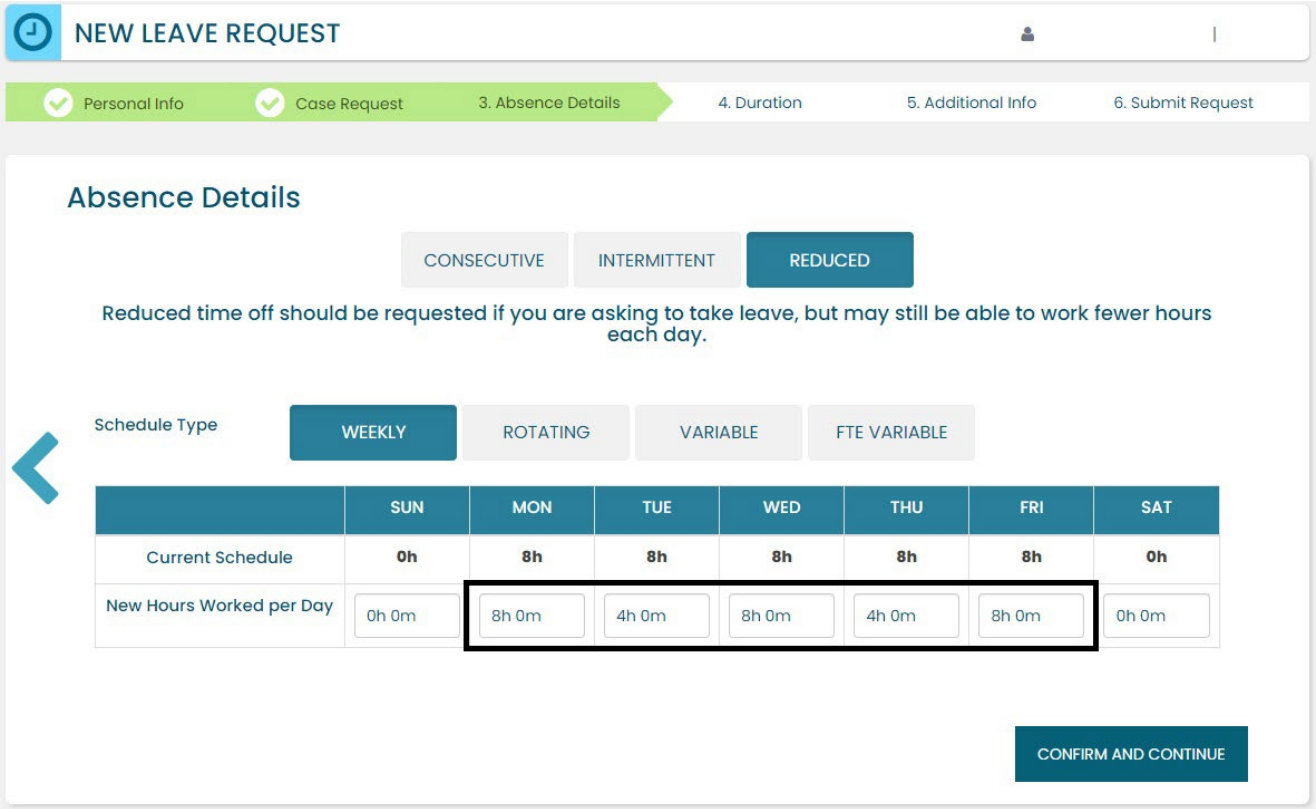
Absence Details

1. **Select** *Reduced* from the *Absence Details*: If you are unsure of your leave type select Determining your Leave Type.

2. **Select** the *Schedule Type* and **complete** all the information.

   Weekly: Use this option if there are certain days of the week where you need to reduce your schedule on a consistent basis.

   Example: instead of working 8 hours per day Monday – Friday, you need to work 8 hours on Monday, Wednesday, and Friday, but only 4 hours on Tuesday and Thursday. Your new hours worked per day would be:

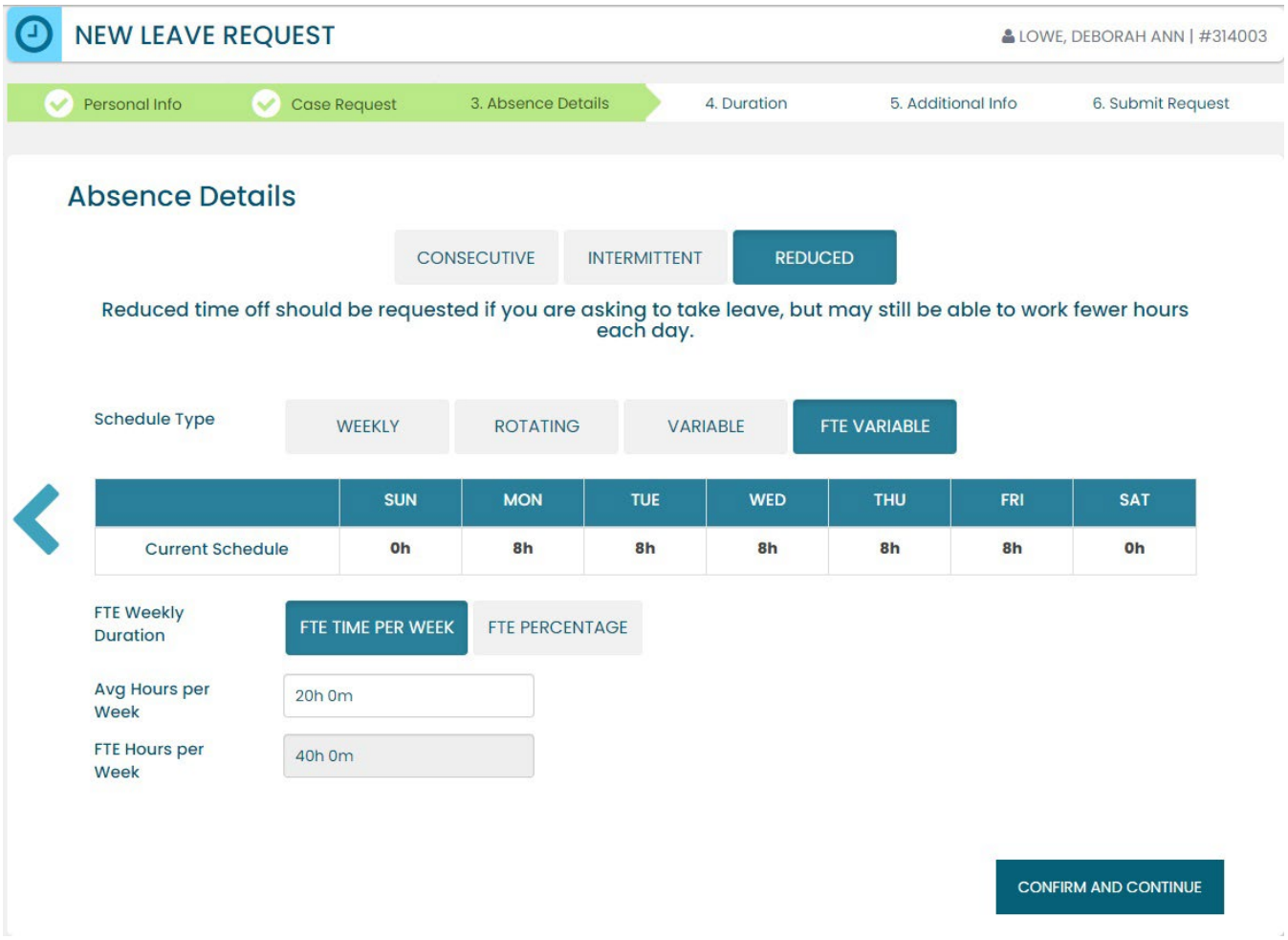


   Rotating: Do not use this schedule type.

   Variable: Do not use this schedule type.

   FTE Variable: Use this option if you need to temporarily reduce the total number of hours you work per week on a consistent basis.

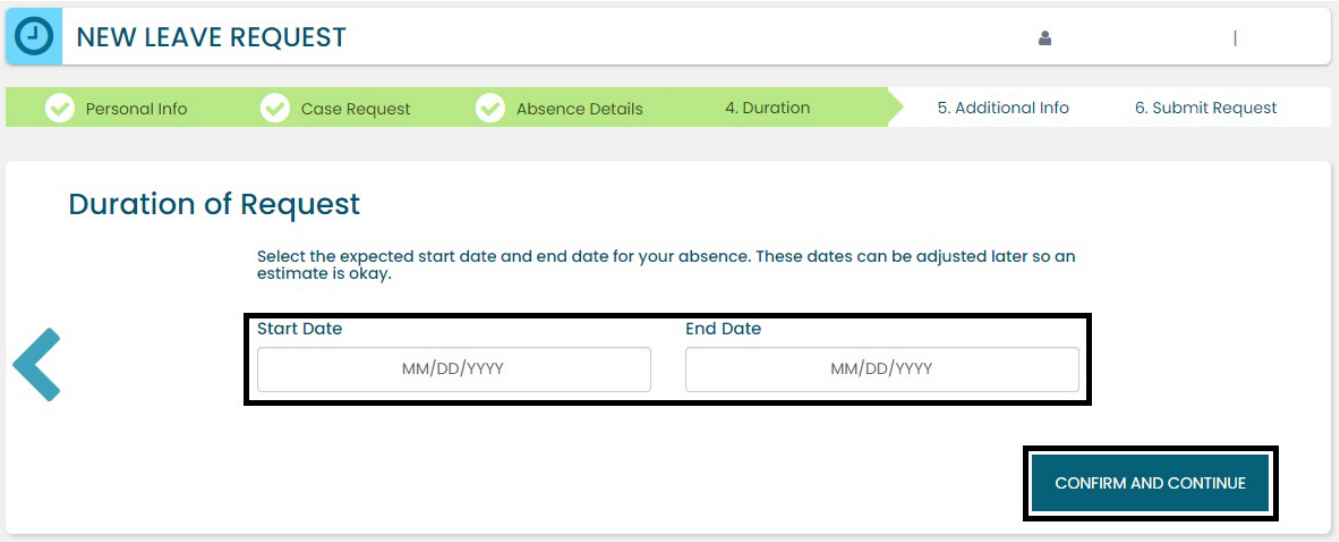
Example: Instead of working 40 hours per week, you need to work 20 hours per week during the length of your leave period, but the days you work are not consistent. Choose the FTE Time Per Week option and then enter your new average hours per week.



3. **Select** *Confirm and Continue.*

Duration

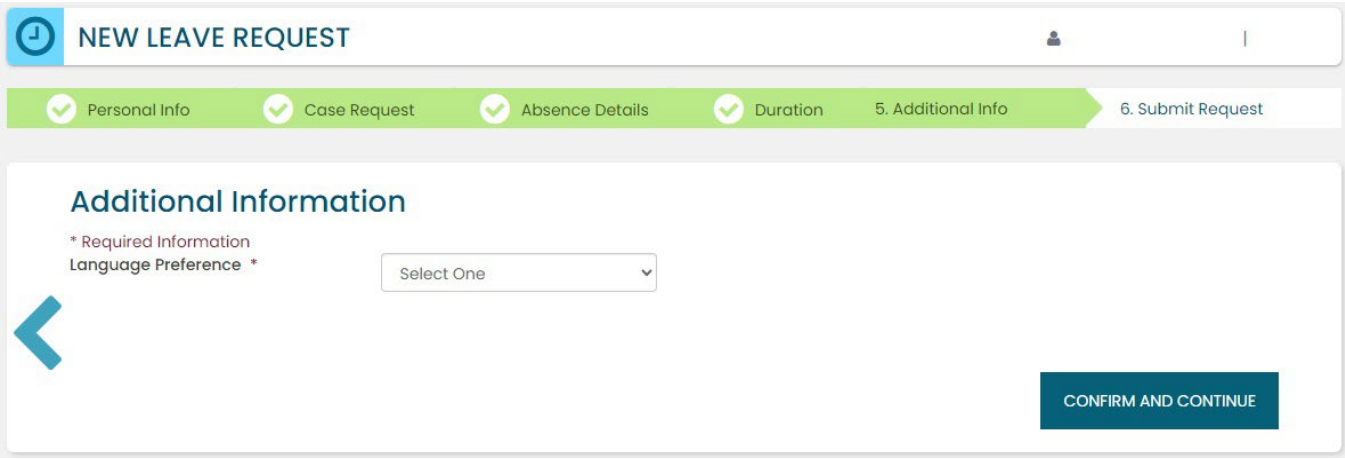
1. **Select** the *Duration of Request.*
2. **Enter** the expected *Start Date* and *End Date*. If you are unsure about the start and end dates of your leave of absence request, please give us your best estimate. Your Case Manager can update the leave dates when we receive your required documentation or if your needs change.
3. **Select** *Confirm and Continue*.



Additional Information

1. **Select** your preferred language from the dropdown menu.

   NOTE: this information is for tracking language needs. At this time, the ESS portal only supports English.

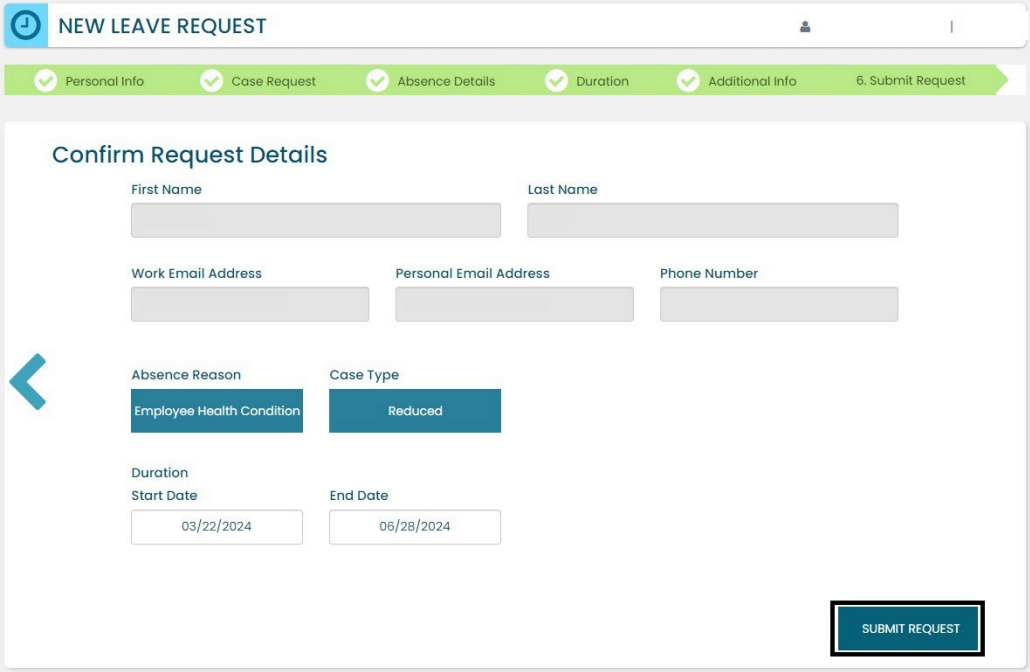


2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
   a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in to CU FAMLI leave for this LOA request.

Submit Request

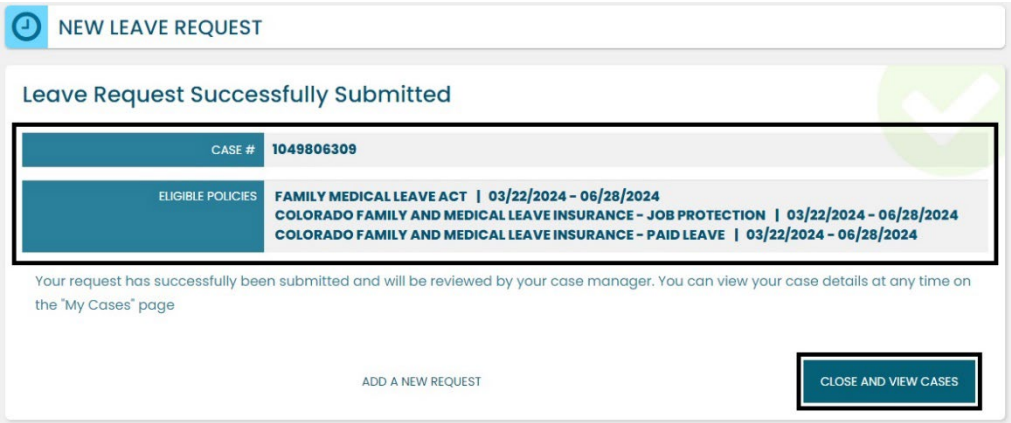
1. **Review** the details of your request on the *Confirm Request Details* screen. Any changes can be made by selecting the back arrow OR by selecting any of the green section headers.

2. **Select** *Submit Request.*



3. **Review** the following information on the *Confirmation* screen:
   - Case Number
   - Eligible Policies

4. **Select** *Close and View Cases.*

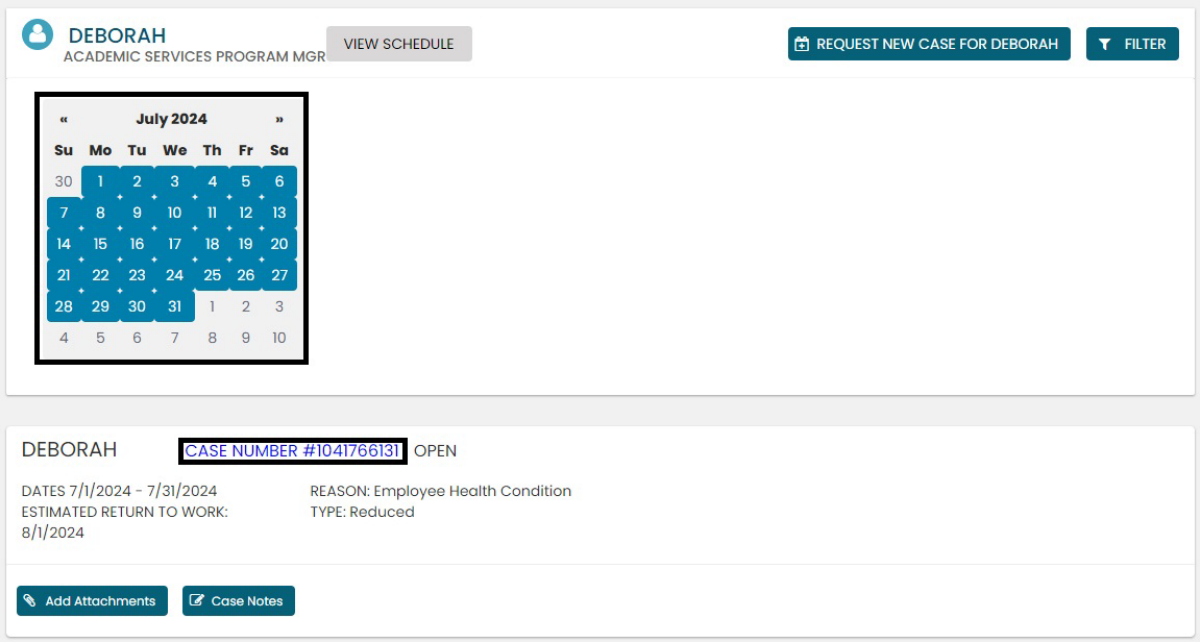


NOTE: Confirmation emails are not automatically sent. Your Case Manager will send you a confirmation email with your next steps **within five business days** after you have submitted your request in the ESS portal.

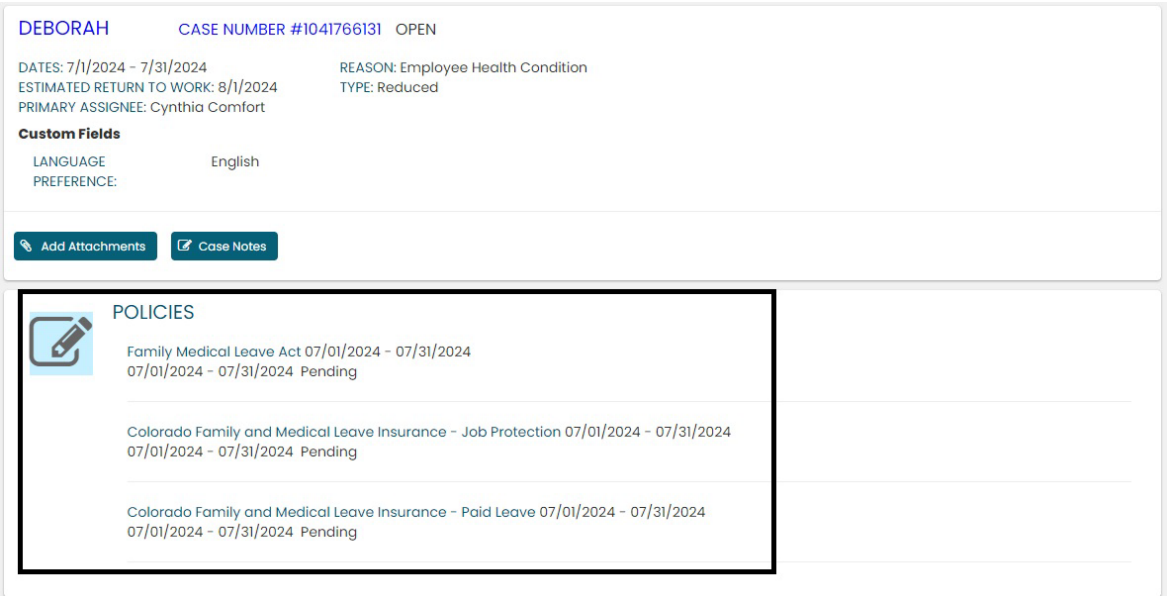
Pending Reduced Schedule Leave Case Request

Once you have a case populated on the home screen you will be able to access it on the *My Employee Dashboard*.

1. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.
2. **Select** your *Case Number* to open and review.



3. **Review** eligible policies. They will remain in pending status until Employee Services is able to review your case and collect the required documents to approve or deny the leave. Within five business days of submitting your request, you will receive an email from your Case Manager which will include the required documents and next steps.

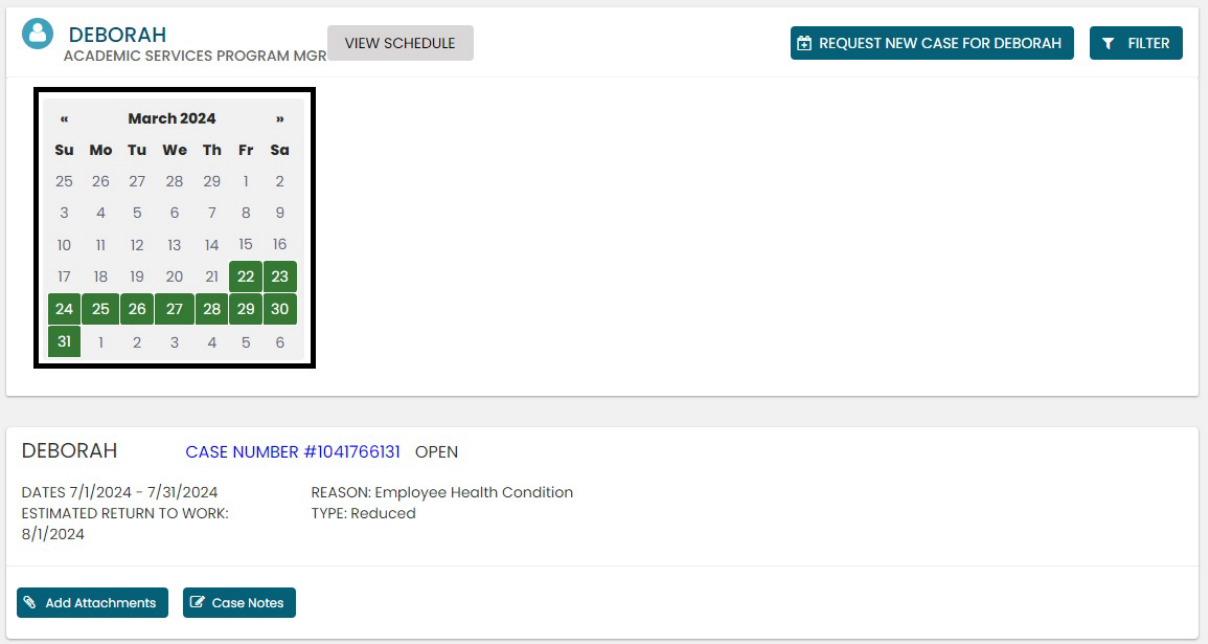


Approved Reduced Schedule Leave Case

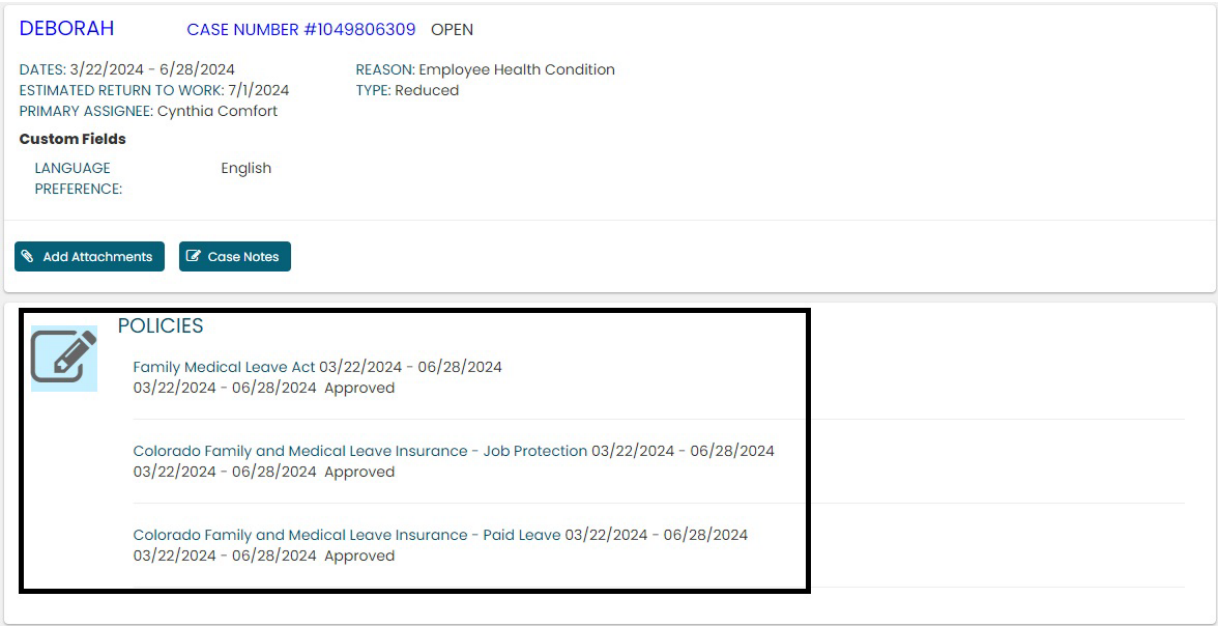
Once your reduced schedule leave case is approved, its status will update in ESS.

1. **Select** *My Cases* to navigate to your *Dashboard*.

   NOTE: Your calendar will change based on the case status. The dates you requested for leave will be blue if pending, green if approved, and red if denied.



2. **Select** the *Case Number* to review case details. You will see that pending will have turned to approved or denied based on your eligibility.



Leave Reporting Instructions

- The Leave Team will track reduced schedule leave usage according to your approved designation notice. Requested and/or approved reduced schedule leave dates can be reviewed in the self-service portal at any time. If you need to change leave dates/schedule, please contact your case manager at leave@cu.edu.
-
- You are required to report your FAMLI supplemental leave, regular work time and personal leave via your regular reporting method. Please work with your supervisor and/or department HR contact should you need assistance with this process.

  Exception: 9-month contract faculty and contract graduate students do not need to submit time through any other reporting mechanism.

You have completed the Reduced Schedule Leave Instructions.

Select one of the following to continue:

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Resources

Resources

Employee Services Leave Program Contact Information

Website: www.cu.edu/famli

Email: leave@cu.edu

Additional Resources

CU Short-term Disability Plan website (https://www.cu.edu/node/153136)

Employee Services CU FAMLI website (https://www.cu.edu/node/324038)

State of Colorado Family and Medical Leave Insurance website (https://famli.colorado.gov/)

Campus Parental Leave Policies for Faculty and Staff: APS #5062 Leave (https://www.cu.edu/ope/aps/5062)

Appendix A: Reason for Case Definitions

When entering a Reason for Case in the leave application process, you will select one of the following leave reasons:

Reason for Leave	Definition
Employee Health Condition	Leave to care for yourself for your own serious health condition. A serious health condition is typically one that makes the employee unable to perform the functions of their job. An employee is unable to perform the functions of their job where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position, including when an employee must be absent from work to receive medical treatment for a serious health condition.
Care for Injured Servicemember	An eligible employee may take leave to care for a covered servicemember with a serious injury or illness.
Family Health Condition	Leave to care for a family member for their serious health condition. Caring for a family member typically includes assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort.
Guardianship	Guardianship leave may be used when the employee is named as the guardian of a child if the legal parent dies, if a court decides that the legal parent is incapacitated, or if a doctor says in writing that the legal parent can no longer take care of the minor.
Pregnancy/Maternity	Pregnancy/Maternity leave is requested when the employee is the birthing parent.
Adoption/Foster Care	Employees may use leave when a child is first placed with them for adoption or foster care and to bond with their newly placed child. Employees may also use leave before the actual placement or adoption of a child in situations where the employee may be required to complete pre-placement or pre-adoption tasks.
Bonding	Bonding leave is requested when the employee's spouse or partner is giving birth, and the employee is requesting leave to bond with the new child. Bonding is for non-birthing parents.
Qualifying Exigency (Military)	Qualifying exigencies are situations caused by the military deployment of an employee's spouse, child, or parent to a foreign country. An employee may take leave for qualifying exigencies including making alternative child care arrangements for a child of the military member when the deployment of the military member requires a change in the existing child care arrangement, attending certain military ceremonies and briefings, taking leave to spend time with a military member on Rest and Recuperation leave during deployment, making financial or legal arrangements to address the military member's absence, or certain activities related to care of a parent of the military member while the military member is on covered active duty.
Marrow Donor	Employees may be eligible for leave if they are voluntarily participating in a marrow donation procedure.

Reason for Leave	Definition
Organ Donor	Employees may be eligible for leave if they are voluntarily participating in an organ donation procedure.
Safe Leave	Safe Leave provides employees job-protected time off to attend to their needs if they or a family member have experienced domestic violence, stalking, abuse, sexual assault, or other similar situations.
Blood Donor	Employees may be eligible for leave if they are voluntarily participating in a blood donation procedure.

Select to return to Consecutive Leave Instructions.

Select to return to Intermittent Leave Instructions.

Select to return to Reduced Schedule Instructions.