University of Colorado
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EMPLOYEE SERVICES

Employee Services Leave Programs
Leave of Absence Employee Self-Service (ESS)
Manager, Supervisor and HR Partner User Guide

This guide is intended to aid managers/supervisors and Human Resources (HR) partners in assisting their employees with understanding, applying for, and managing the university's leave programs.

Guide Navigation

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Getting Started with AbsenceTracker: Employee Self-Service (ESS)

All employees, managers/supervisors and designated Human Resources partners will have access to the AbsenceTracker ESS in their employee portal. Employees will be able to apply for and manage their leave of absence cases. Managers/Supervisors will be able to access their own leave of absence cases and see certain details associated with leave of absence cases for their direct reports. HR partners will be able to access their own leave of absence cases and see certain details associated with leave of absence cases for employees within their department(s).

The designation of HR partner access for departments across the CU System was a collaborative effort between Employee Services and department/campus administrators. If you are an HR partner that does not have ESS access for your department(s), it is because another member of your department was chosen as the designated contact.

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 an employee is unable to, the employee's supervisor/manager or Human Resources (HR) contact can request and manage the case through the AbsenceTracker: Employee Self-Service (ESS) Manager portal.

If an employee needs additional information on the various leave programs before applying, please refer them to the appropriate guide:

- Parental Leave Employee Guide
- Family and Medical Leave Insurance (FAMLI) Employee Guide
- Family and Medical Leave Act (FMLA) Employee Guide
- Leave of Absence Employee Self-Service (ESS): Employee User Guide

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.

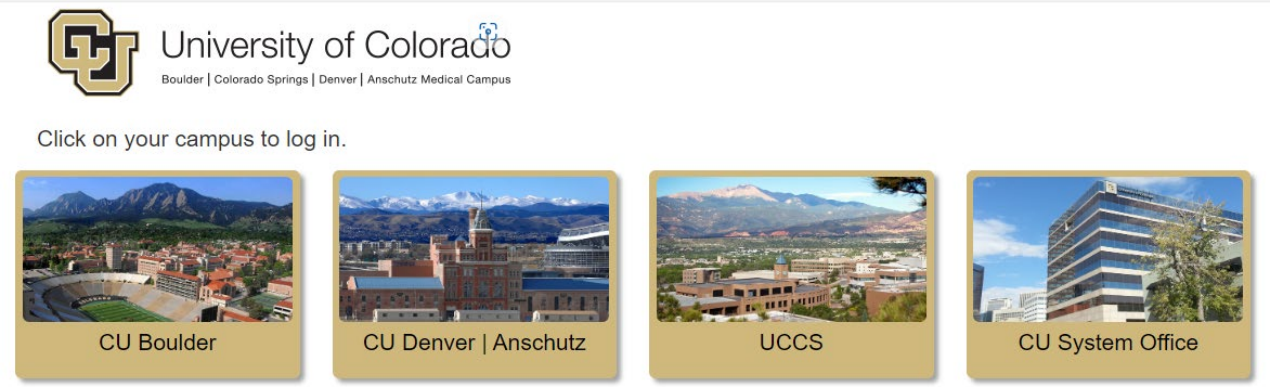
Important considerations when applying for CU FAMLI leave include:

- 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.

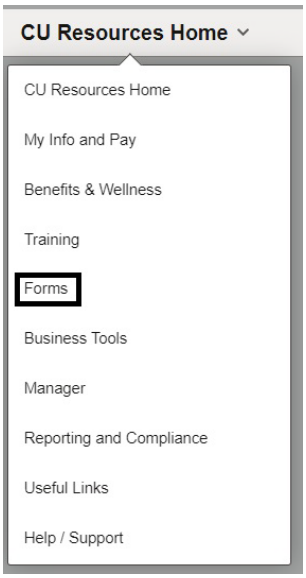
An employee did not have any or enough supplemental paid leave entered, and their check only reflects their FAMLI benefit amount.

AbsenceTracker (ESS): Access and Login

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

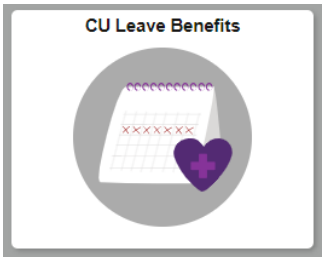


2. **Select** *Forms* from the *CU Resources Home* dropdown menu.



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

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

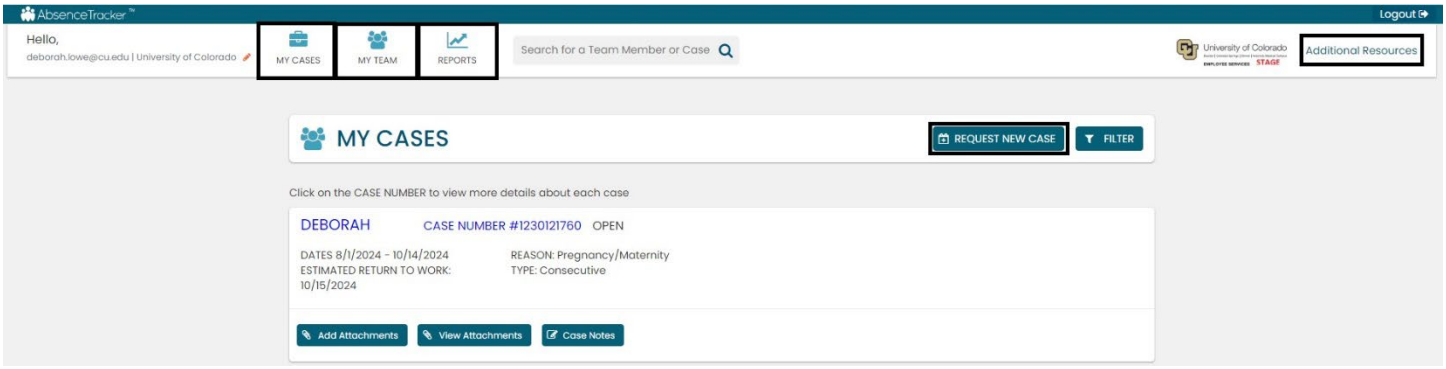


5. **Select** *Leave Self-Service* Tile.

AbsenceTracker (ESS): ESS Manager/Supervisor Dashboard

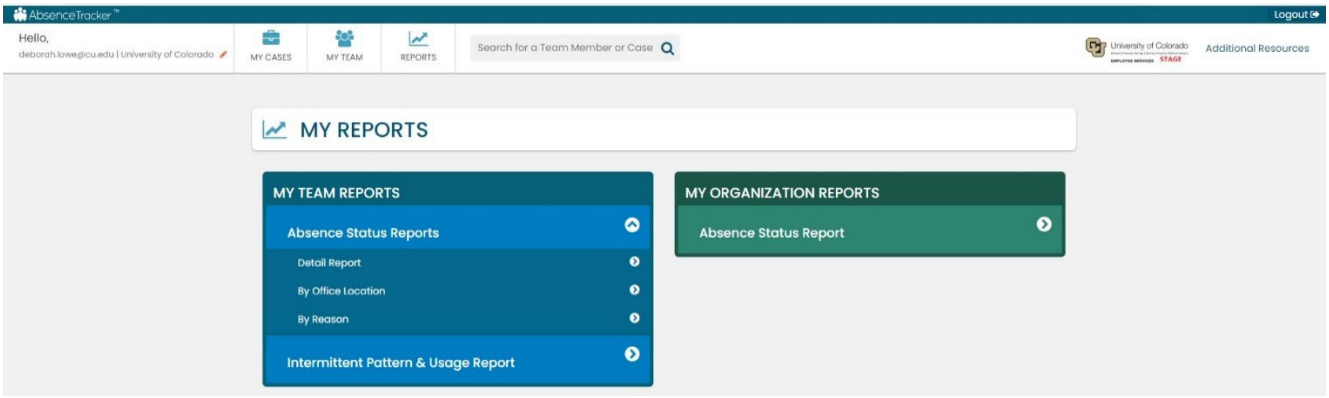
The dashboard will appear on the ESS home screen. *My Case* allows you to view and manage your personal leave case history. *My Team* allows manager/supervisors to view their direct report cases or request a leave and manage the case on their behalf if needed. HR partners will be able to view and manage their units' cases.

Dashboard Overview:

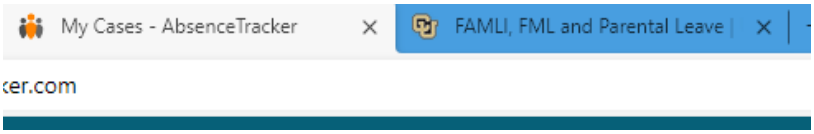


The manager landing page contains:

- **My Cases:** The landing page will display options for you to take action on **your own personal** leave cases. If you have an open case (as in the example) it will display here.
- **Request a New Case: Select** *Request New Case* if you want to start a leave application **for yourself**.
- **My Team: Select** *My Team* to view you direct reports open leave cases or to request a new case on their behalf.
- **My Reports:** This feature enables a Manager/Supervisor to run reports that allow them to see a snapshot of leave details associated with cases for all their direct reports. An HR contact can run these reports to see a snapshot of leave details associated with cases for all employees within their designated department(s).



- **Additional Resources: Select** *Additional Resources* to access the external [Employee Services Leave/FAMLI program] website (https://www.cu.edu/node/324038). This will open in a new tab. To navigate back to AbsenceTracker: ESS, **Select** the AbsenceTracker tab in your browser.



Determining your Leave Type (Consecutive, Intermittent or Reduced)

Before starting a new leave case request, it is beneficial to understand what type of leave you (or your employee) will be taking. Leave can be taken in three different types: 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 1 – April 11 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** the 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

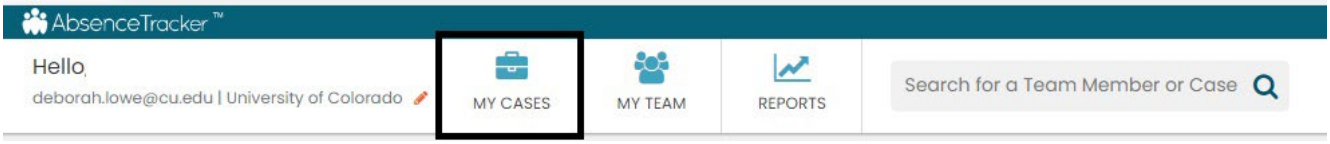
Apply and Manage Consecutive Leave of Absence

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

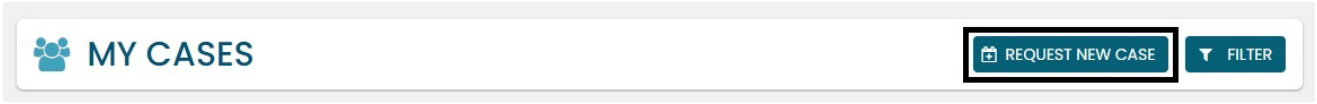
Applying for Consecutive Leave of Absence

If you are requesting a new case for yourself:

1. **Select** *My Cases* on the *Dashboard*

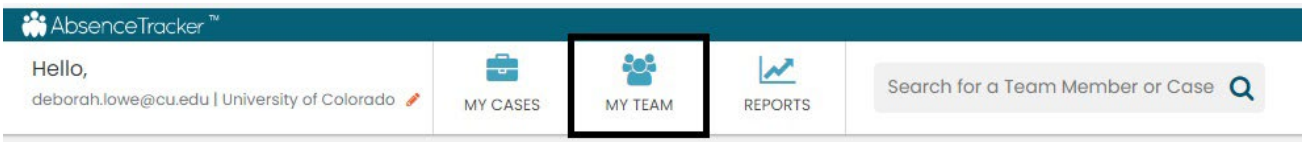


2. **Select** *Request a New Case*.

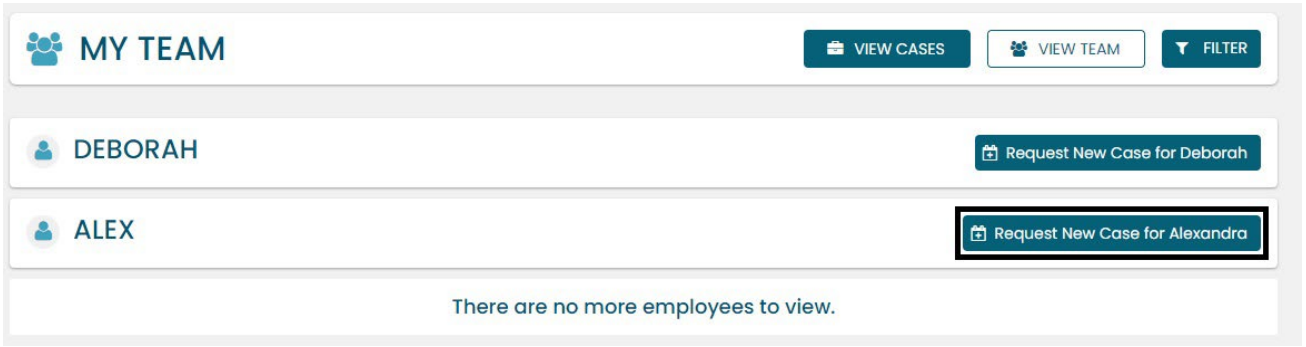


If you are requesting a new case for an employee:

1. **Select** *My Team* on the *Dashboard.*

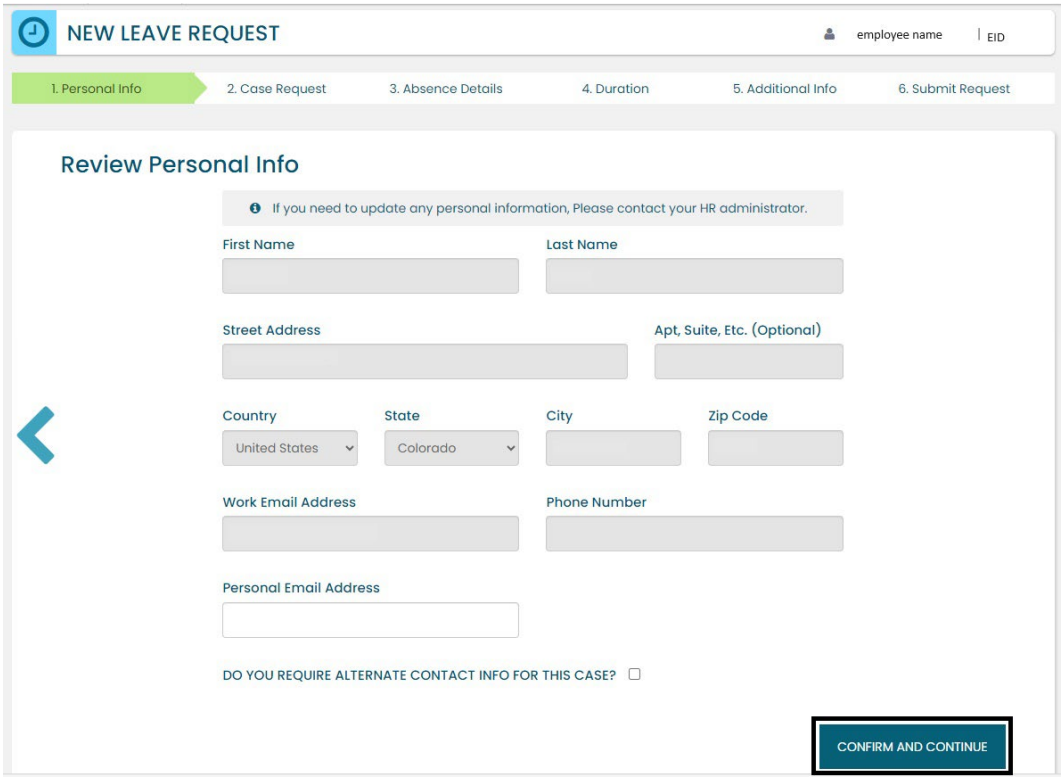


2. Use the *Search for a Team Member or Case* to find the employee OR select *View Team*.

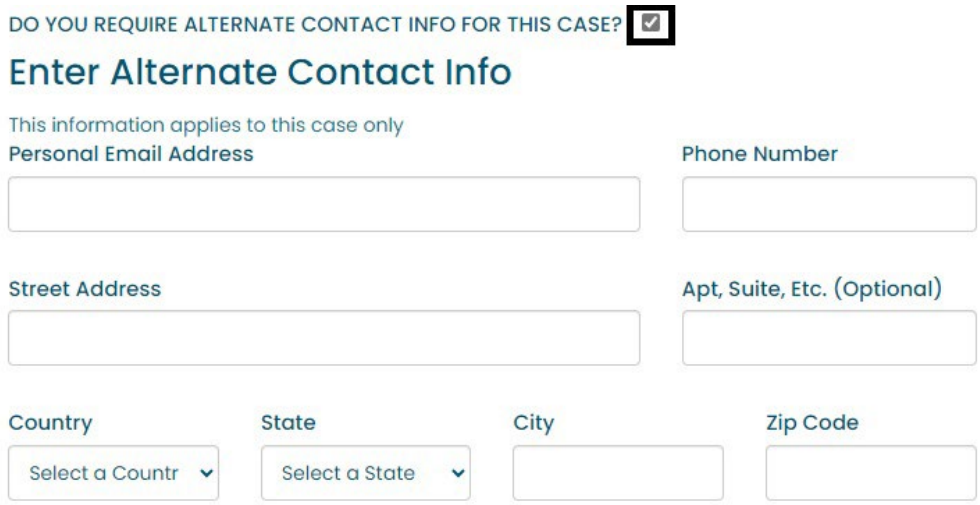


Personal Information

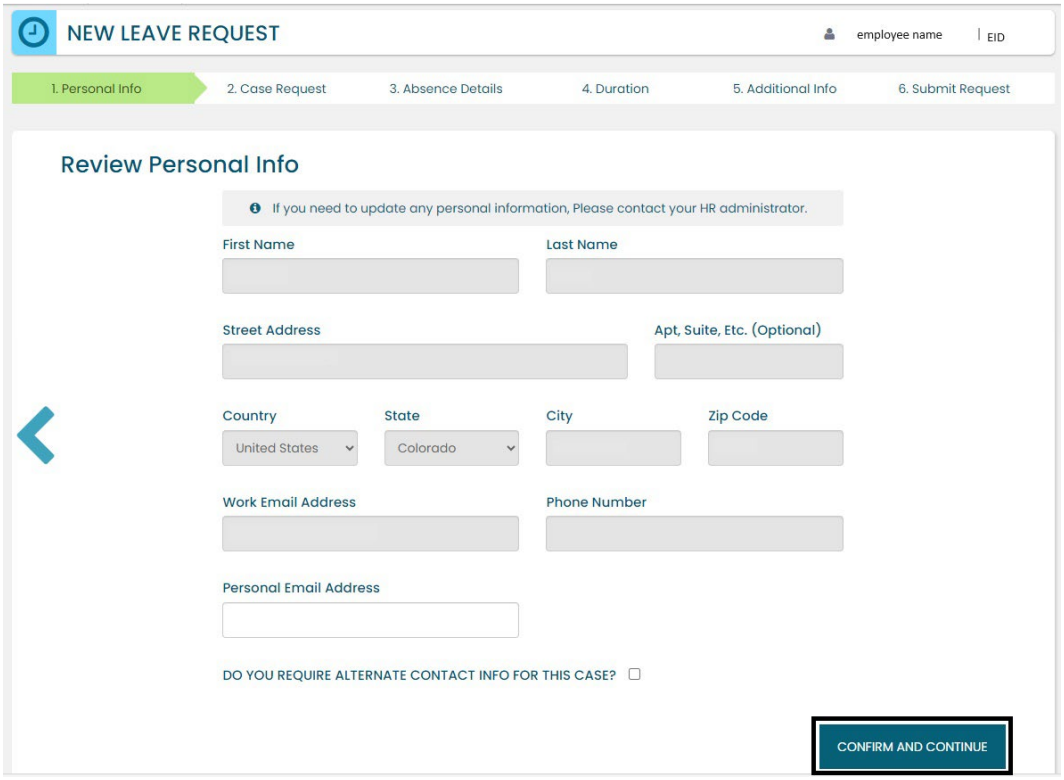
1. **Review** the personal information for accuracy. Personal Information cannot be edited in the ESS portal. Managers/supervisors should contact the HR representative to update personal information for themselves. If they need to update personal information on behalf of an employee, they should ensure the employee is aware of the updates being made and contact the HR representative to make the changes.



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

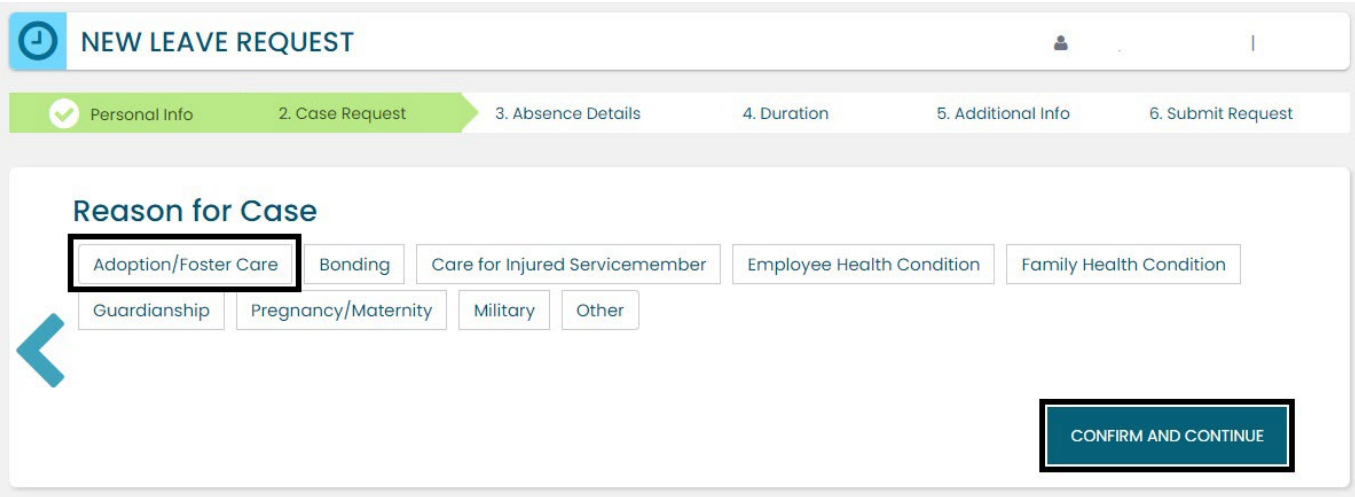


3. **Select** *Confirm and Continue*.

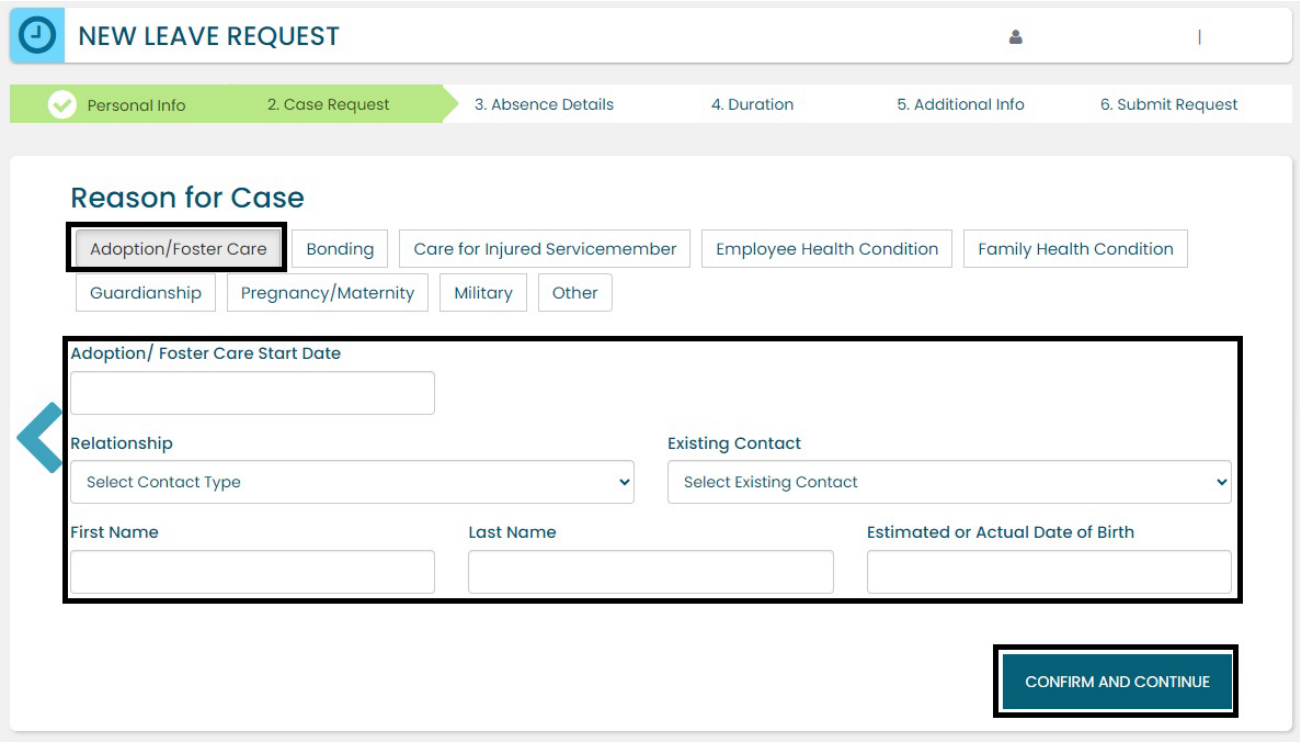


Reason for Case

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



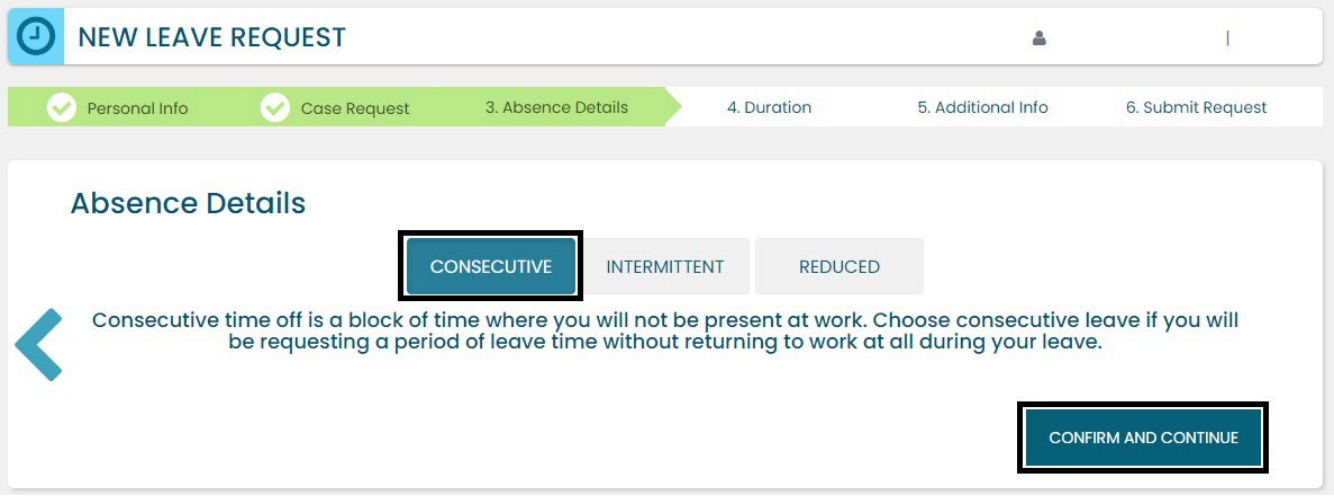
2. **Complete** all required information (dependent upon reason selected).



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

Absence Details

1. **Select** *Consecutive* from the *Absence Details*: If you are unsure of the leave type select Determining your Leave Type.
2. **Select** *Confirm and Continue*.

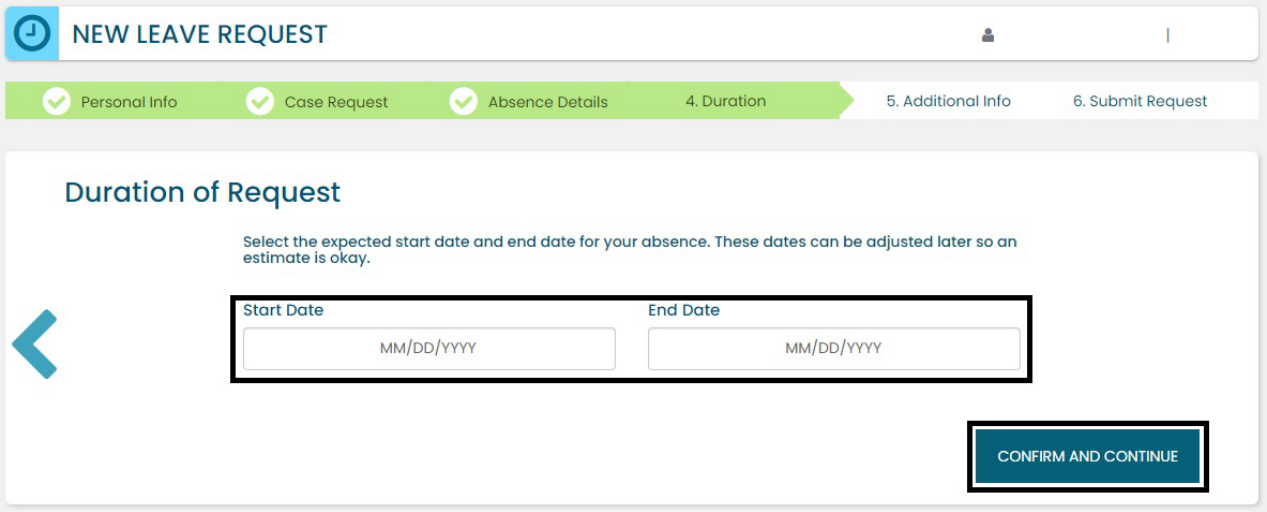


Duration

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

2. **Enter** the expected *Start Date* and *End Date*. If there is uncertainty about the start and end dates of the leave of absence request, please give the best estimate. The Leave Case Manager can update the leave dates when we receive your required documentation or if your needs change.

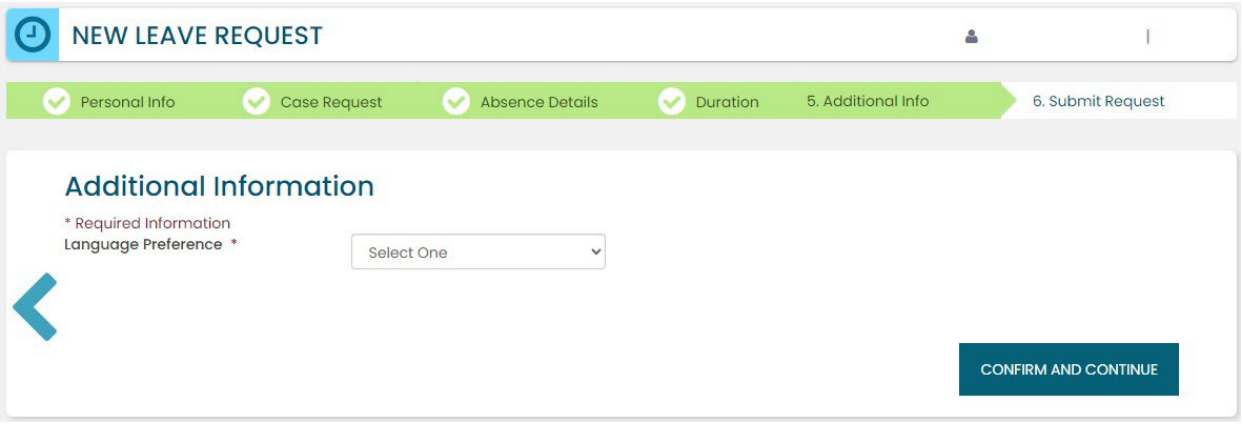
3. **Select** *Confirm and Continue*.



Additional Information

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

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

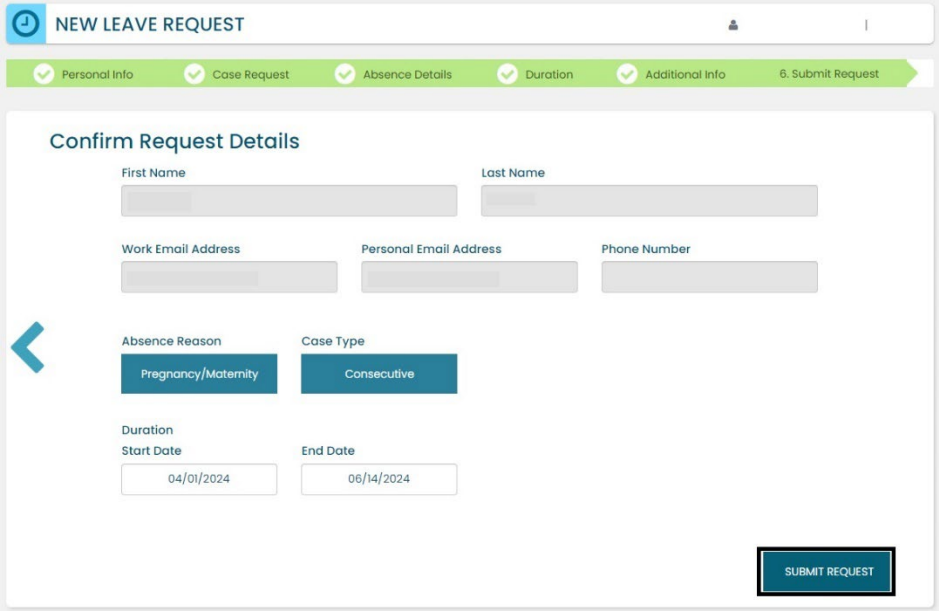


2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
   a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in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

Submit Request

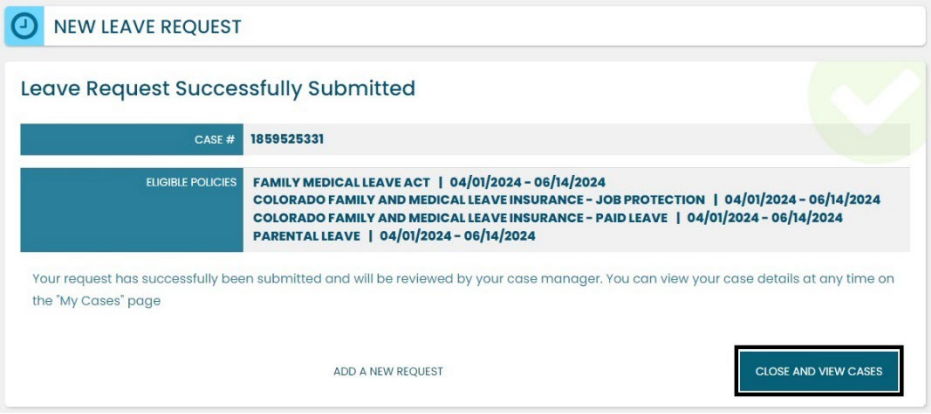
1. **Review** the details of the request on the *Confirm Request Details* screen. Any changes can be made by clicking the back arrow OR by selecting any of the green section headers.

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. The Case Manager will send the employee and the manager/supervisor/HR contact a confirmation email with next steps **within five business days** after the request has been submitted in the ESS portal.

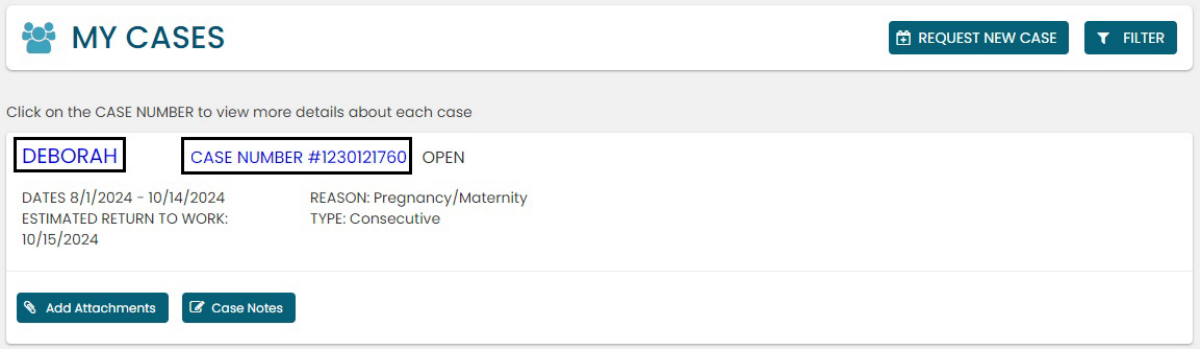
Pending Consecutive Leave Case

Once you or your employee has submitted a leave request, you will be able to access and review it from the Dashboard.

Access and Review and Your Personal Leave Case

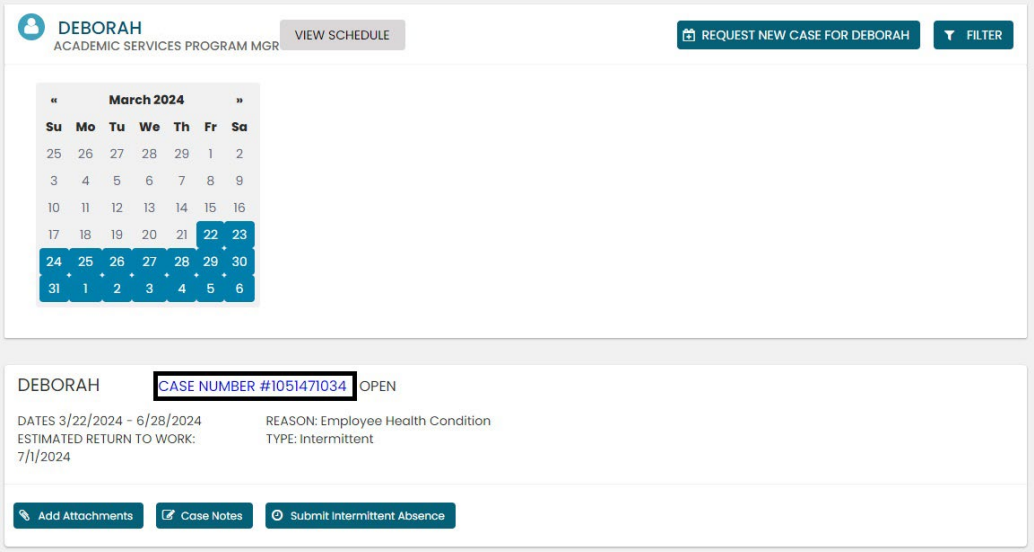
1. **Select** *My Cases*.

2. **Select** your *NAME* to open and review the employee calendar. **NOTE:** If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.



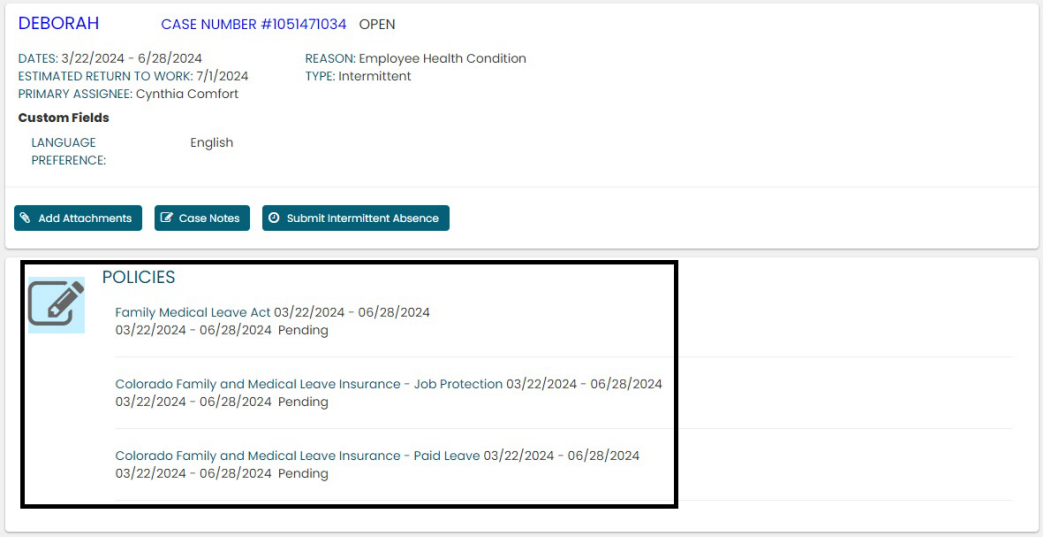
3. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.

4. **Select** your *Case Number* to open and review leave policies eligibility.



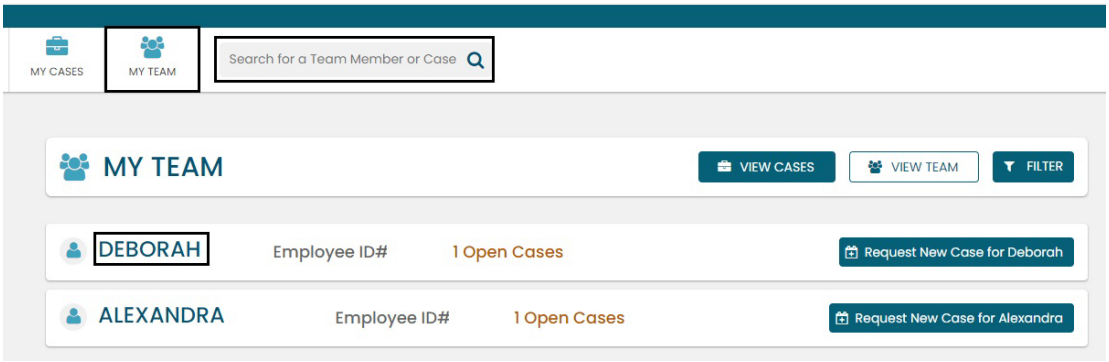
1. **Review** policy eligibility. They will remain in a pending status until Employee Services is able to review your case and collect the required documents to approve or deny the leave. Within five business days of submitting your request, you will receive an email from your Case Manager which will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

   NOTE: This is the same screen that appears if you select *Case Number* in step 2.



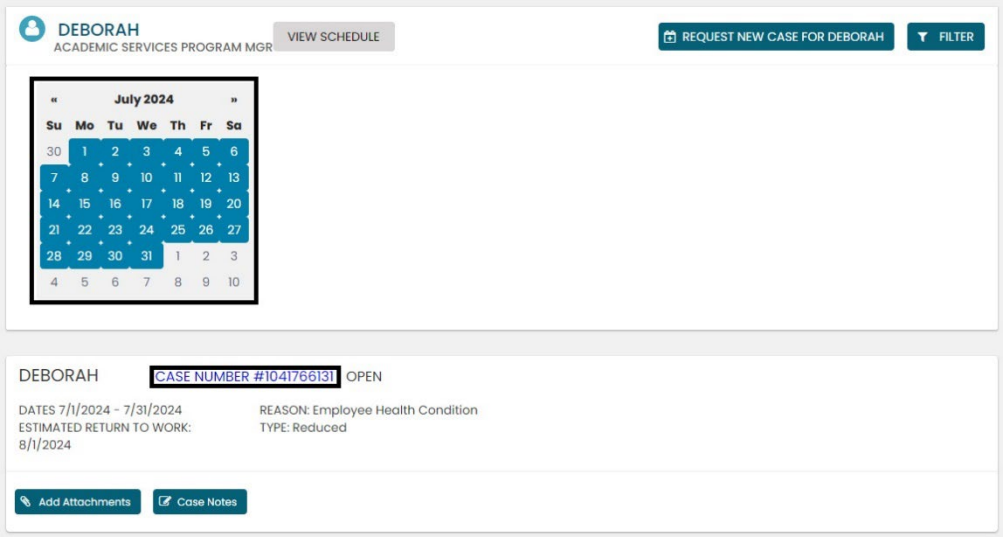
Access and Review an Employee's Leave Case

1. **Select** *My Team*.
2. **Search** for your employee if their case does not appear.
3. **Select** the *employee's name* **you wish to review.**

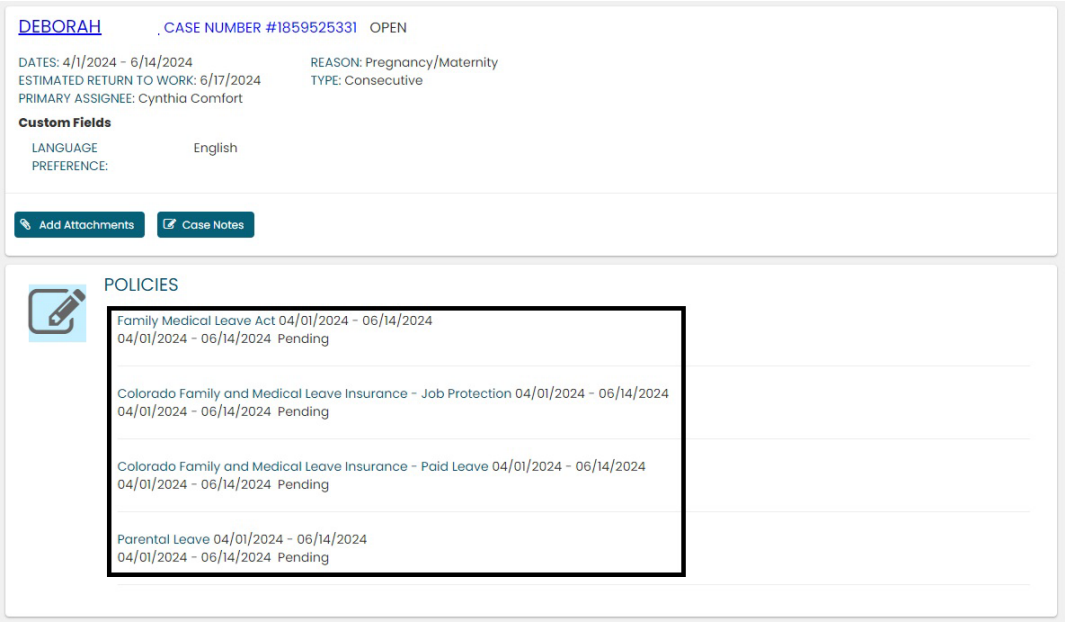


4. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.

5. **Select** your *Case Number* to open and review eligible leave policies.



6. **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.



NOTE: The case will remain as *pending* until Employee Services approves or denies the leave.

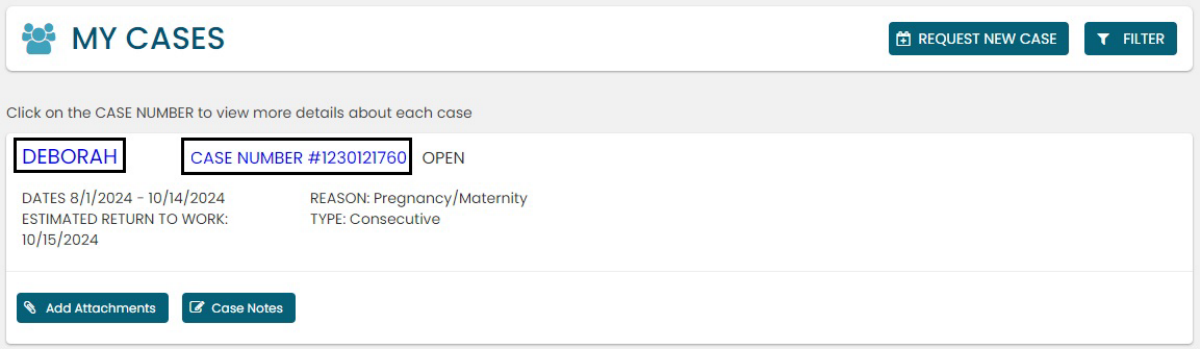
Approved Consecutive Leave Case

Once a Consecutive leave case is approved by Employee Services, its status will update in ESS.

Access and Review and Your Personal Leave Case

1. **Select** *My Cases*

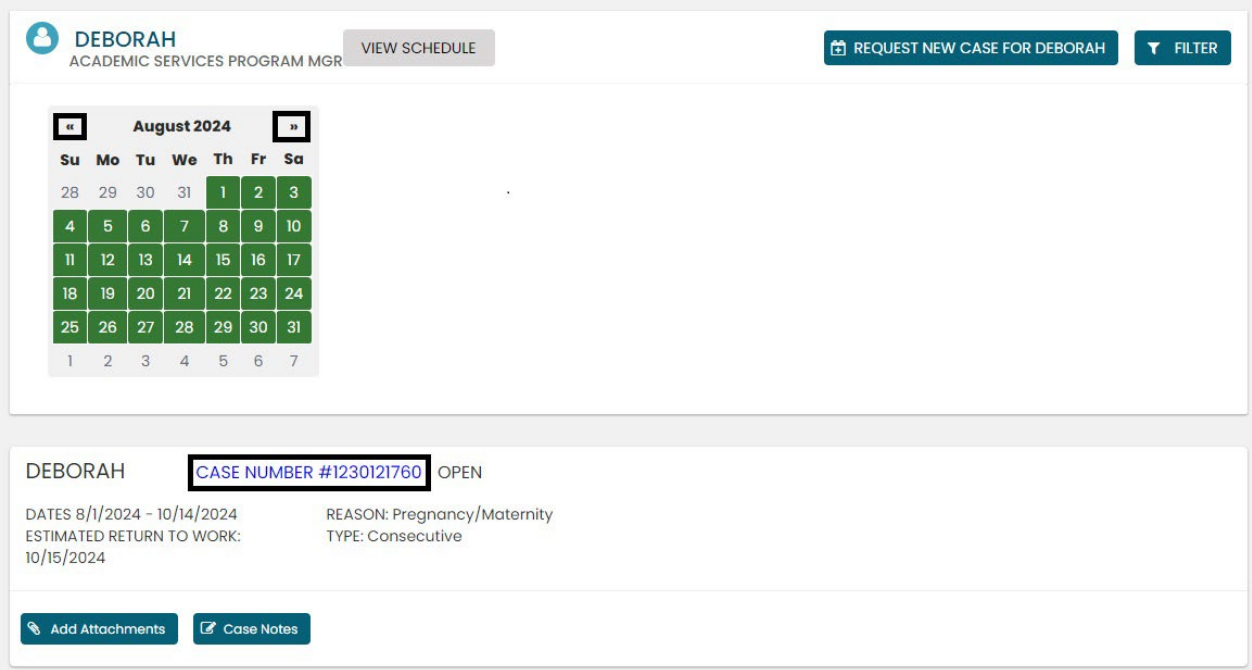
2. **Select** your *NAME* to open and review the employee calendar. **NOTE:** If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.

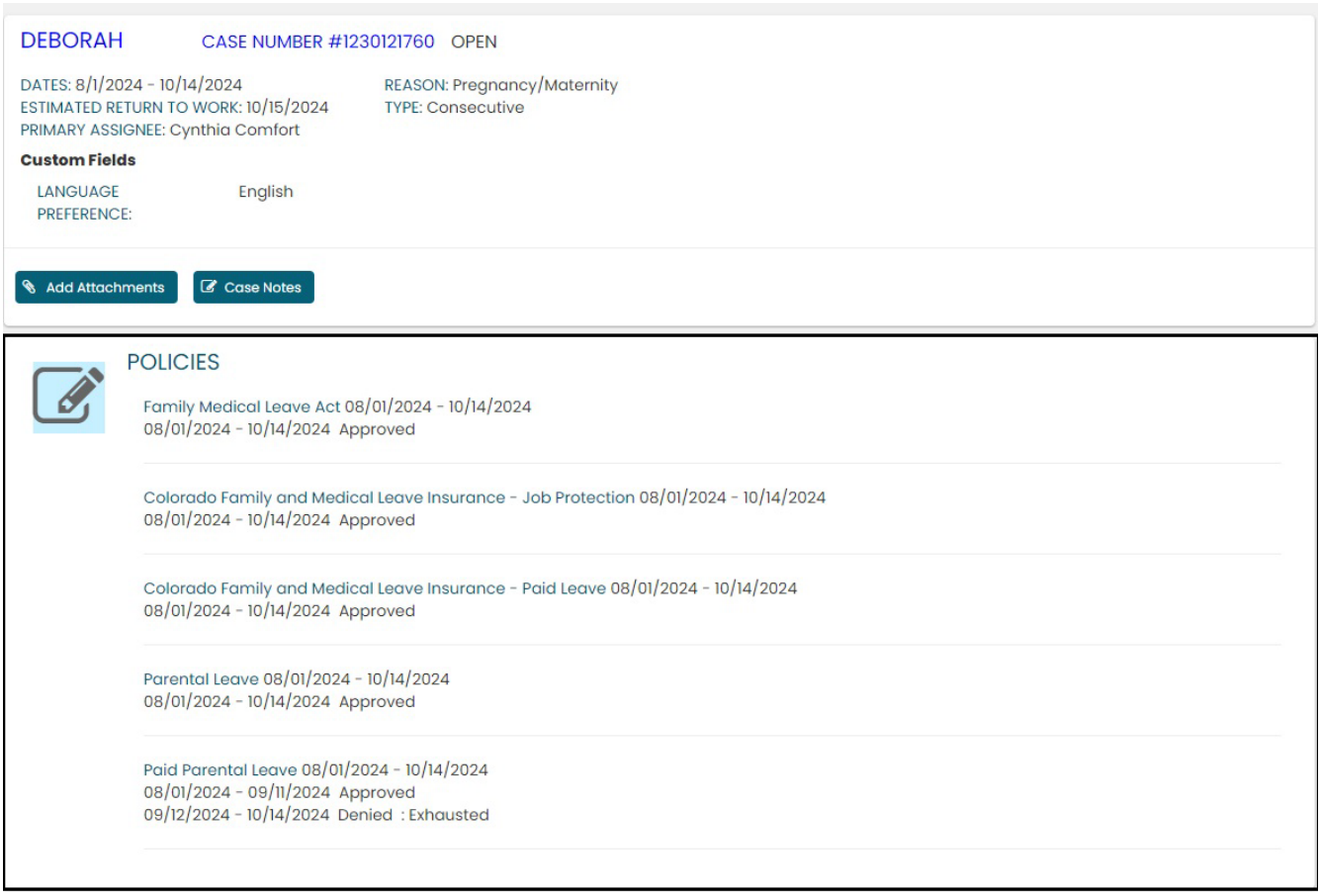


3. **Review** requested leave on the calendar.

   NOTE: The calendar will change based on the case status. **Select** the *forward arrow* on the calendar to advance to the month the leave will begin. The dates you requested for leave will be blue if pending, green if approved, and red if denied.

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 consecutive leave usage according to the employee's approved designation notice. Requested and/or approved consecutive leave dates can be reviewed in the self-service portal at any time. If you need to change the continuous leave dates, please contact the leave case manager at leave@cu.edu.
- The employee (or supervisor and/or department HR contact) is required to report any FAMLI supplemental leave, regular work time and personal leave via the employee's regular reporting method. The employee is encouraged to work with their supervisor and/or department HR contact should they 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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Resources

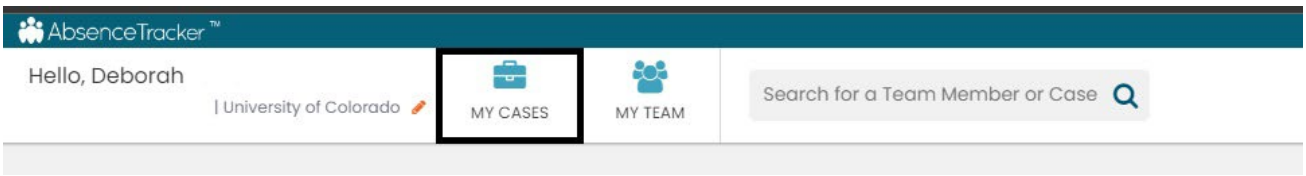
Apply For and Manage Intermittent Leave of Absence

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

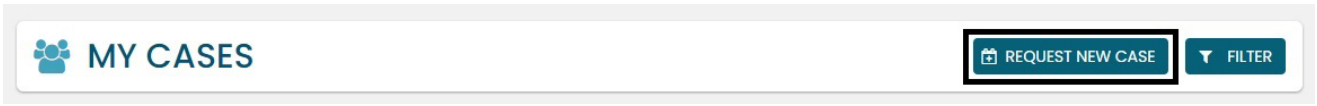
Applying for Intermittent

If you are requesting a new case for yourself:

3. **Select** *My Cases* on the *Dashboard*

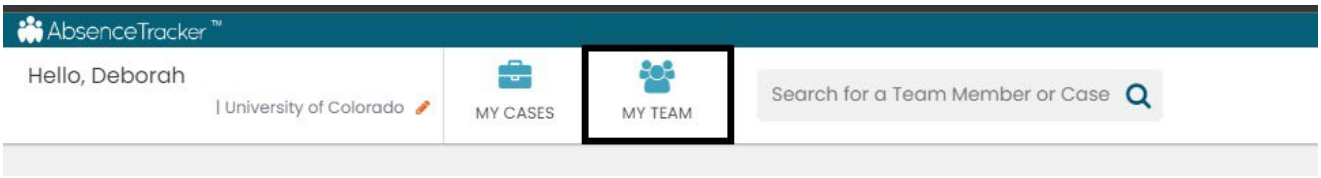


4. **Select** *Request a New Case*.

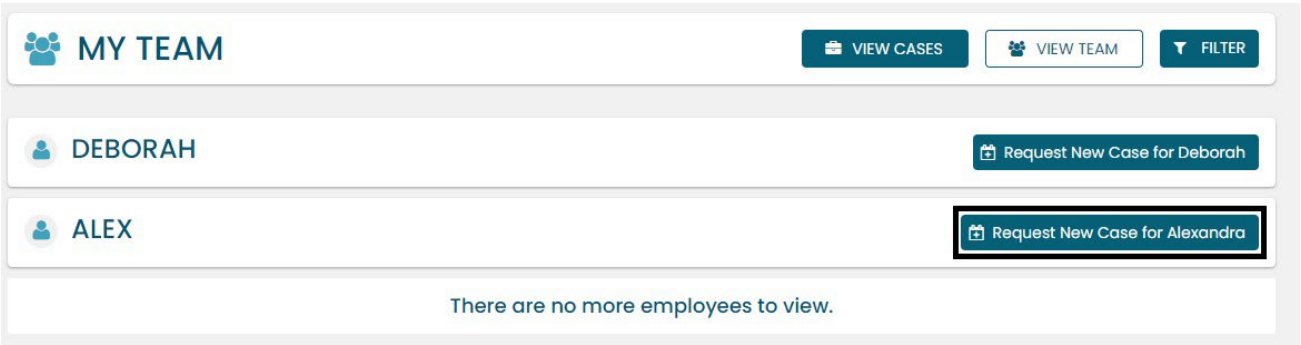


If you are requesting a new case for an employee:

3. **Select** *My Team* on the *Dashboard.*



4. Use the *Search for a Team Member or Case* to find the employee OR select *View Team*.



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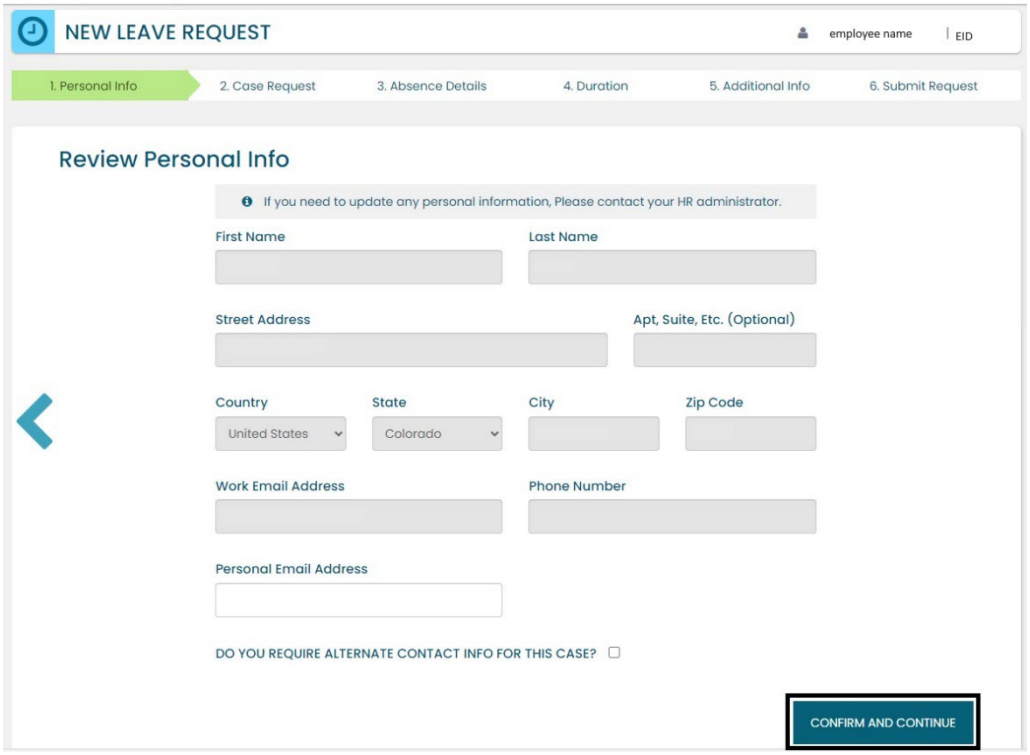
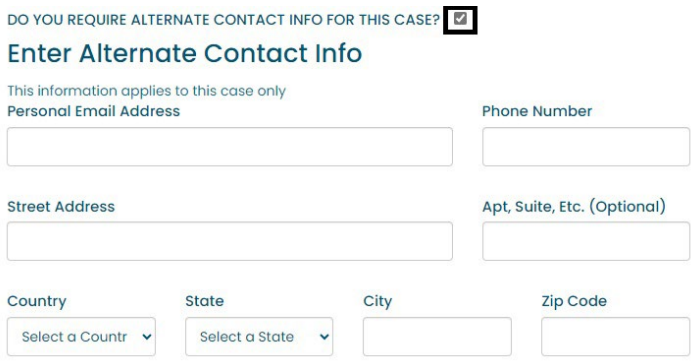
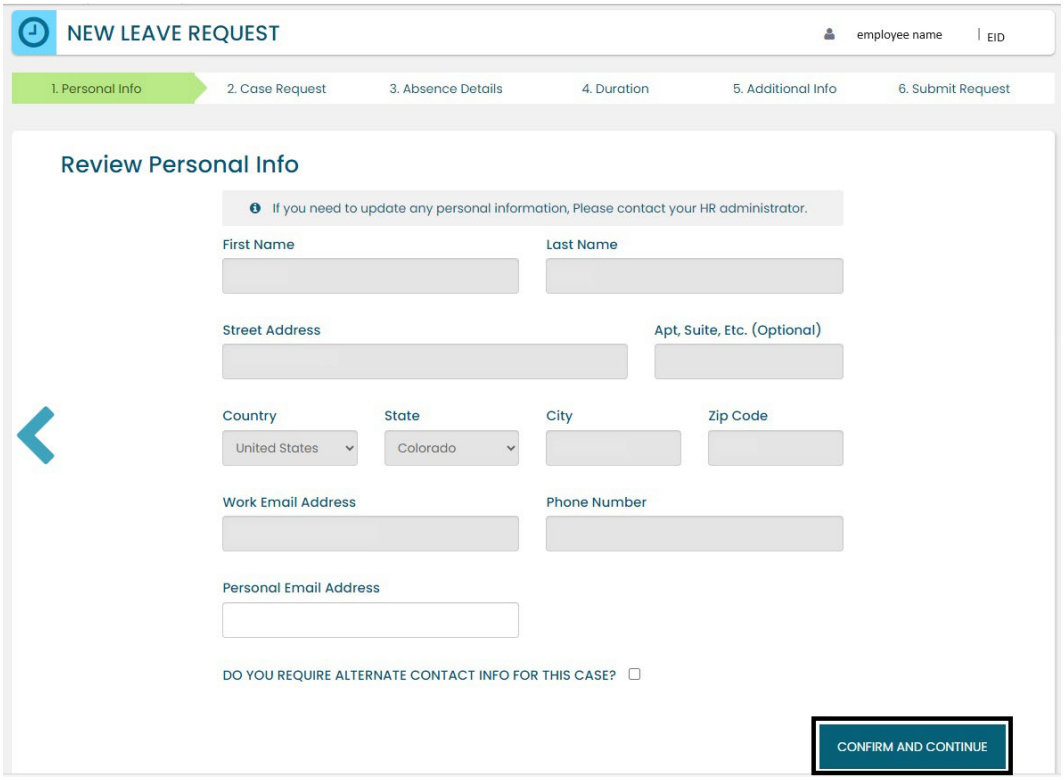
1. **Review** the personal information for accuracy. Personal Information cannot be edited in the ESS portal. Managers/supervisors should contact the HR representative to update personal information for themselves. If they need to update personal information on behalf of an employee, they should ensure the employee is aware of the updates being made and contact the HR representative to make the changes.



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



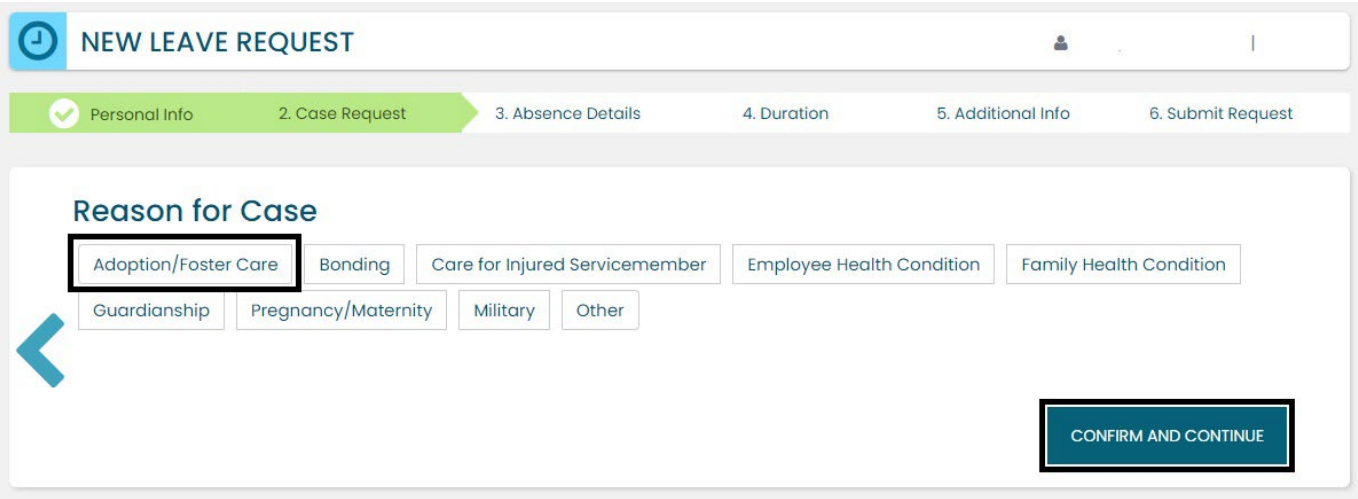
3. **Select** *Confirm and Continue.*

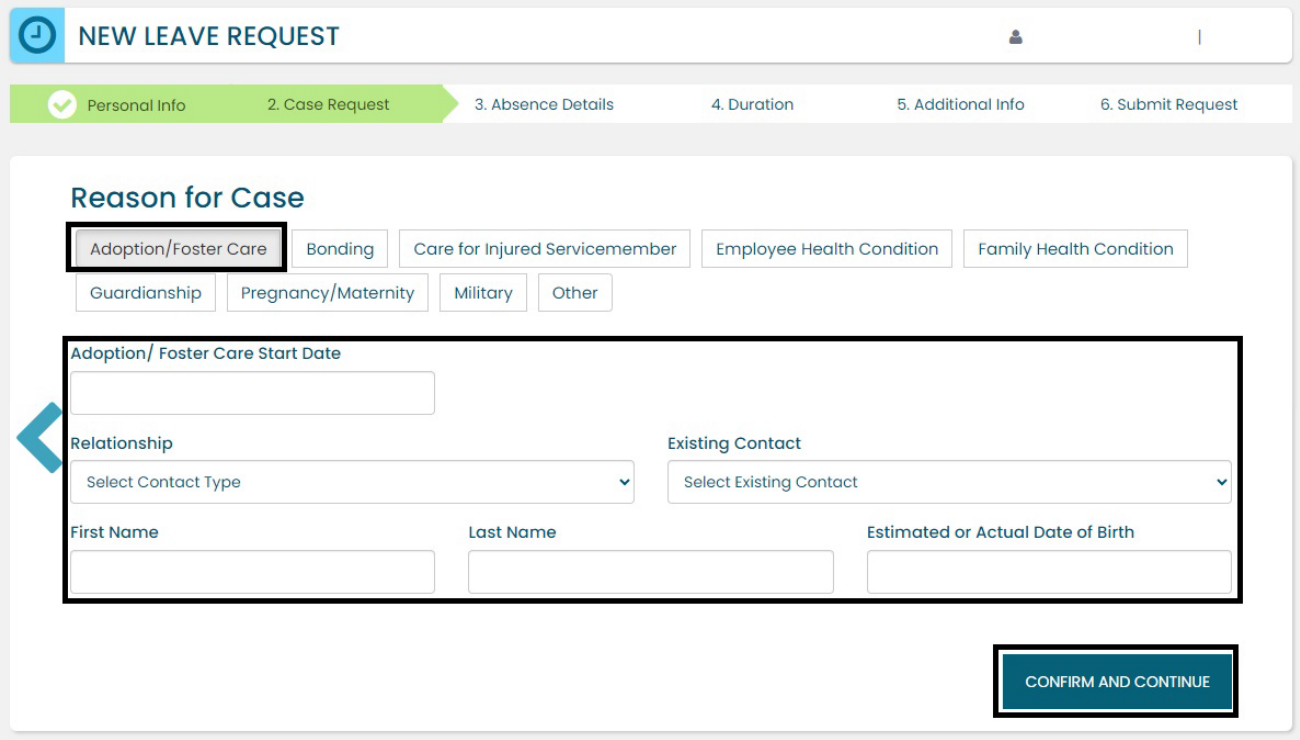


Reason for Case

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).



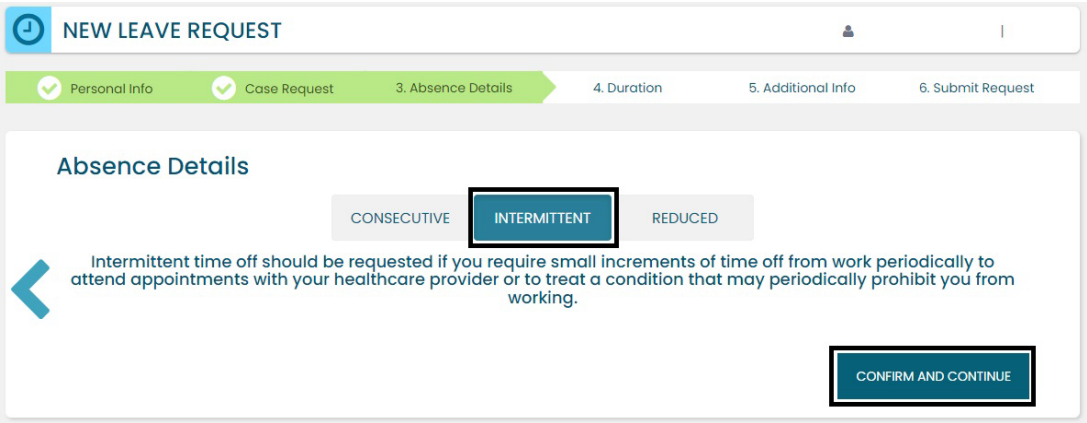


3. **Select** *Confirm and Continue*.

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.*

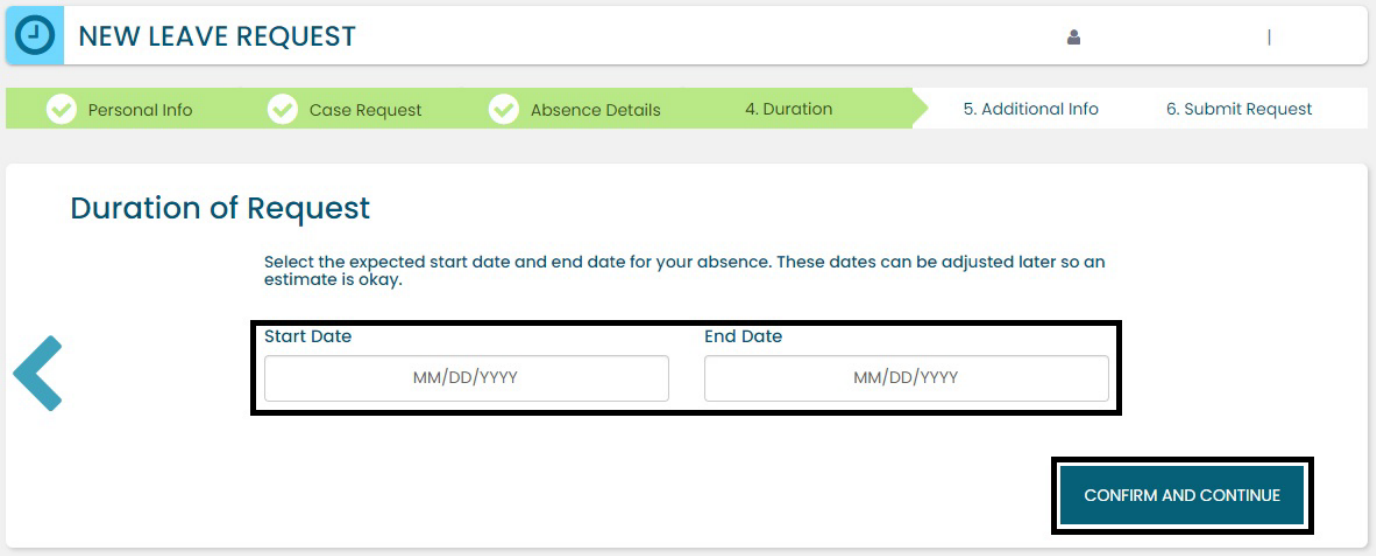


Duration

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 you or your employee's intermittent leave request, please give us your best estimate. The Case Manager can update the leave dates when we receive the required documentation or if needs change.

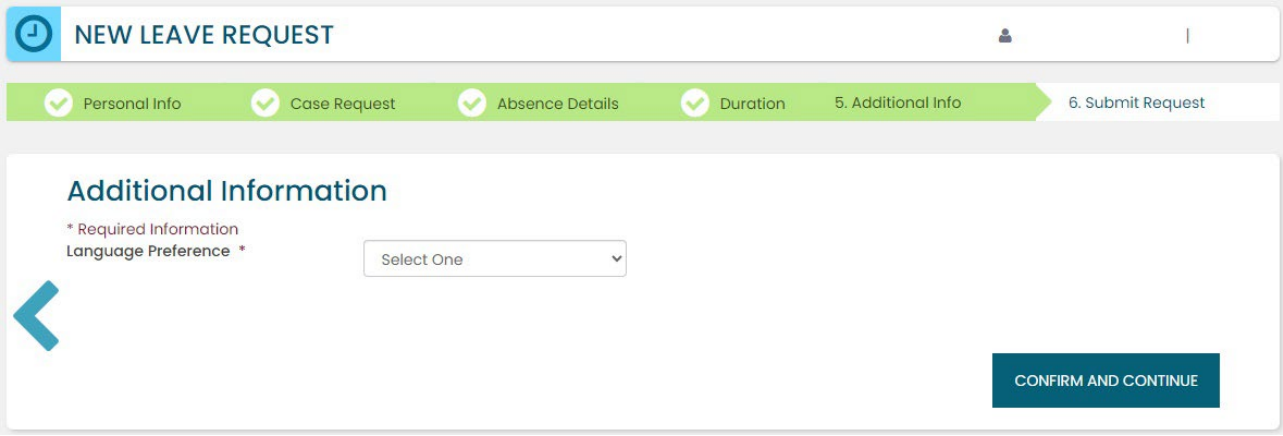
3. **Select** *Confirm and Continue*.



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.

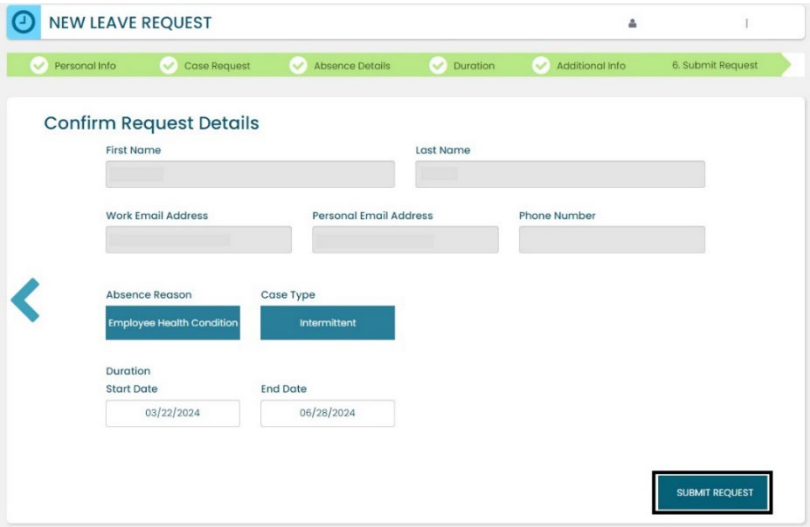


2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
    a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in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

Submit Request

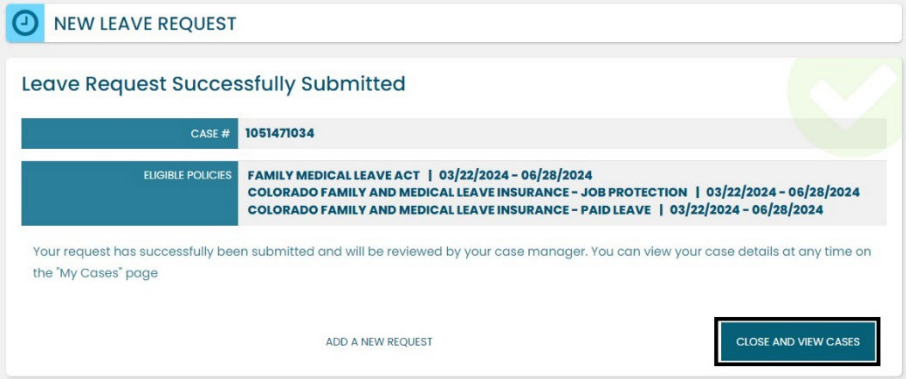
1. **Review** the details of your request on the *Confirm Request Details* screen. Any changes can be made by selecting the back arrow OR by selecting any of the green section headers.

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. The Case Manager will send the employee and the manager/supervisor/HR contact a confirmation email with next steps **within five business days** after the request has been submitted in the ESS portal.

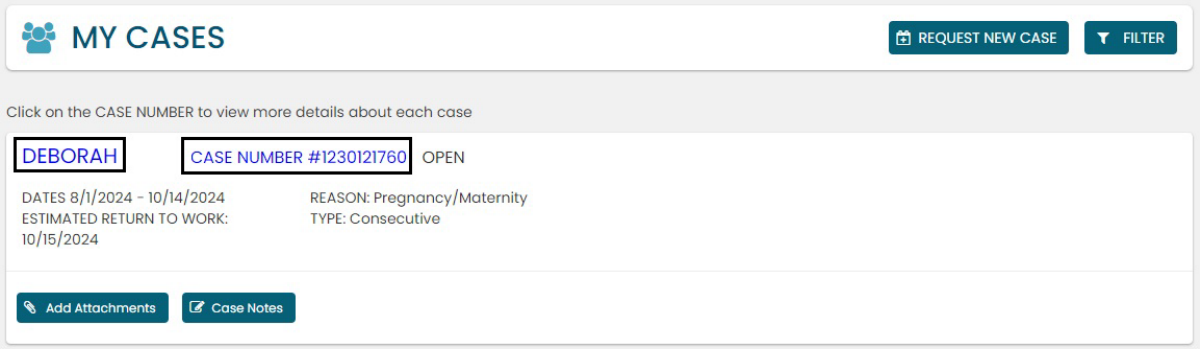
Pending Intermittent Leave Case Request

Once you or your employee has submitted a leave request, you will be able to access and review it from the Dashboard.

Access and Review and Your Personal Leave Case

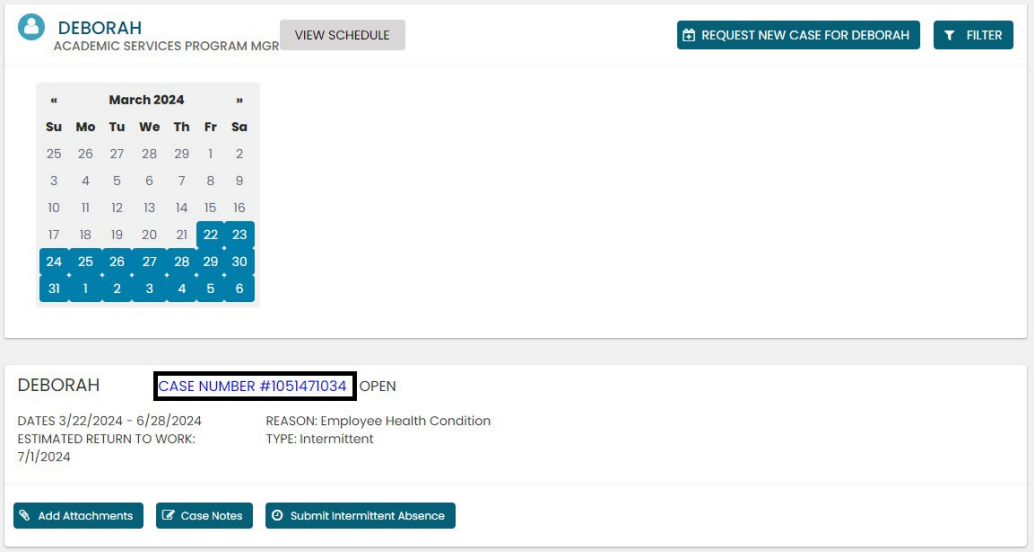
1. **Select** *My Cases*.

2. **Select** your *NAME* to open and review the employee calendar. **NOTE:** If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.

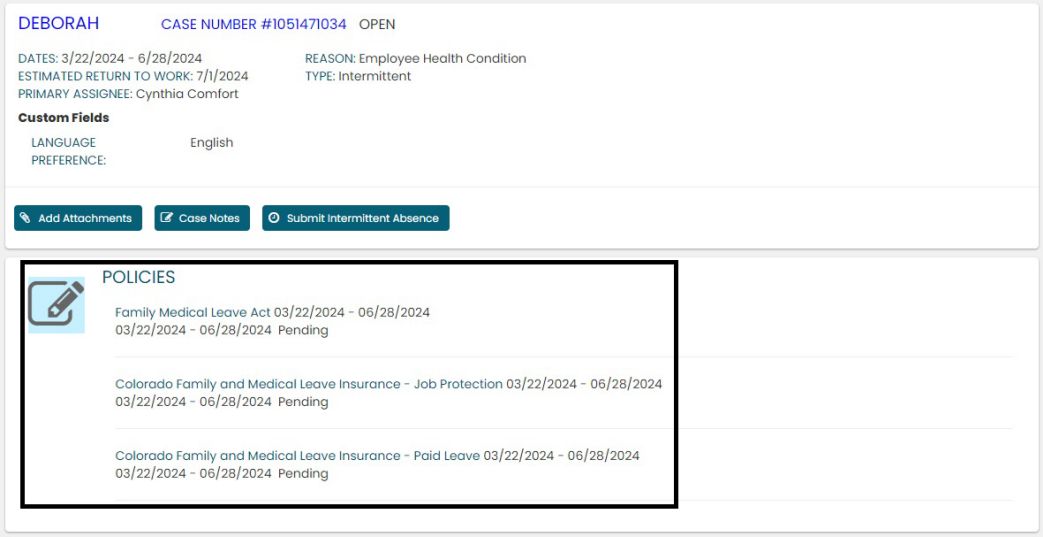


3. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.

4. **Select** your *Case Number* to open and review leave policies eligibility.

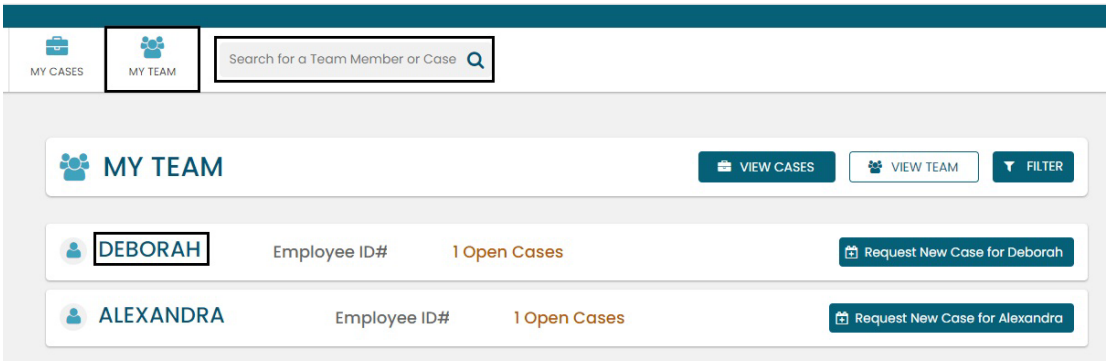


5. **Review** policy eligibility. They will remain in a pending state until Employee Services approves or denies the leave. NOTE: this is the same screen that appears if you select *Case Number* in step 2.

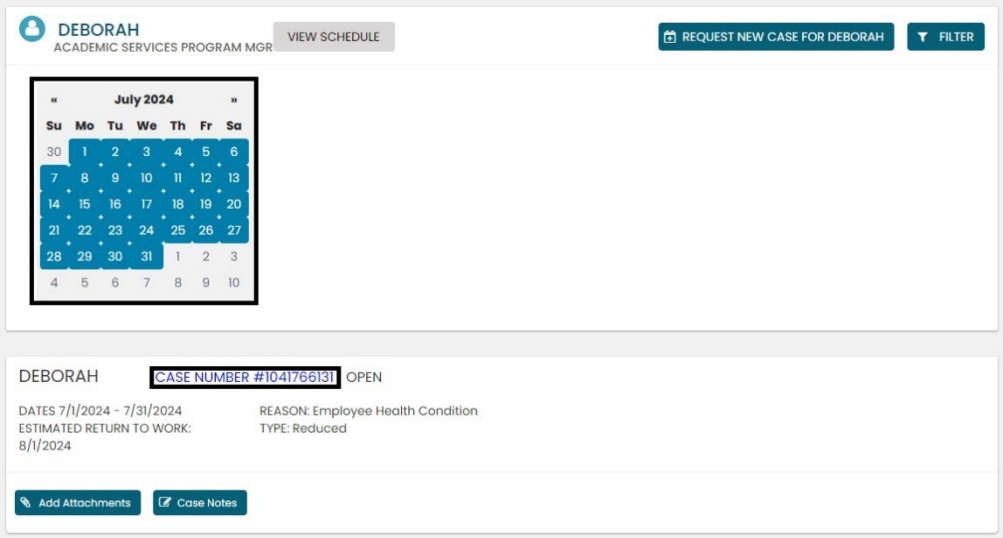


Access and Review an Employee's Leave Case

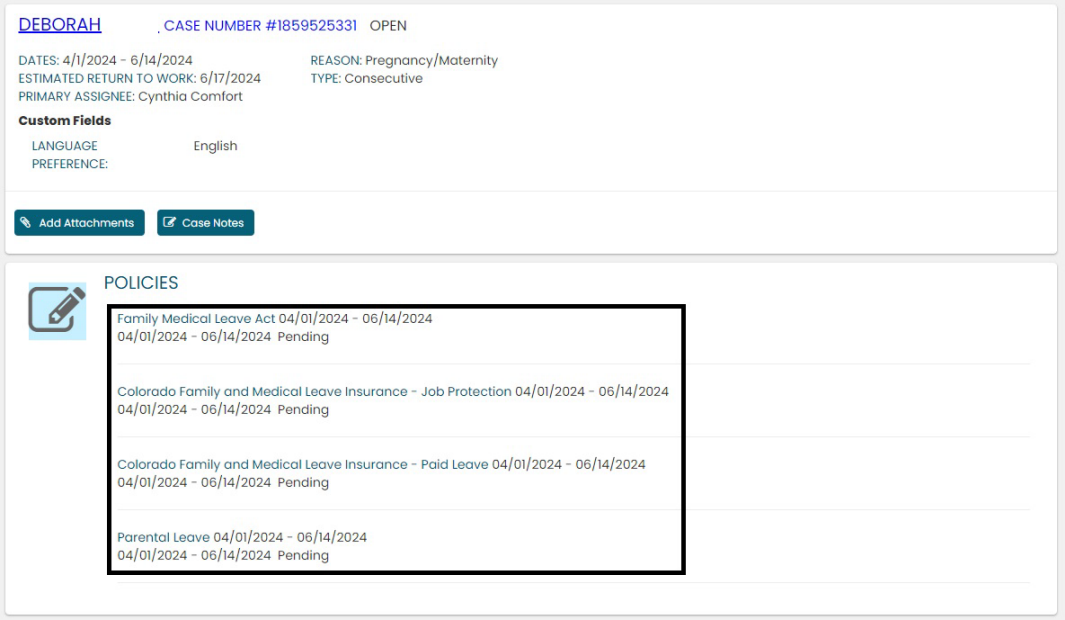
1. **Selec**t *My Team*.
2. **Search** for your employee if their case does not appear.
3. **Select** the *employee's name* **you wish to review.**



4. **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.
5. **Select** your *Case Number* to open and review eligible leave policies..



6. **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 Intermittent Leave Case

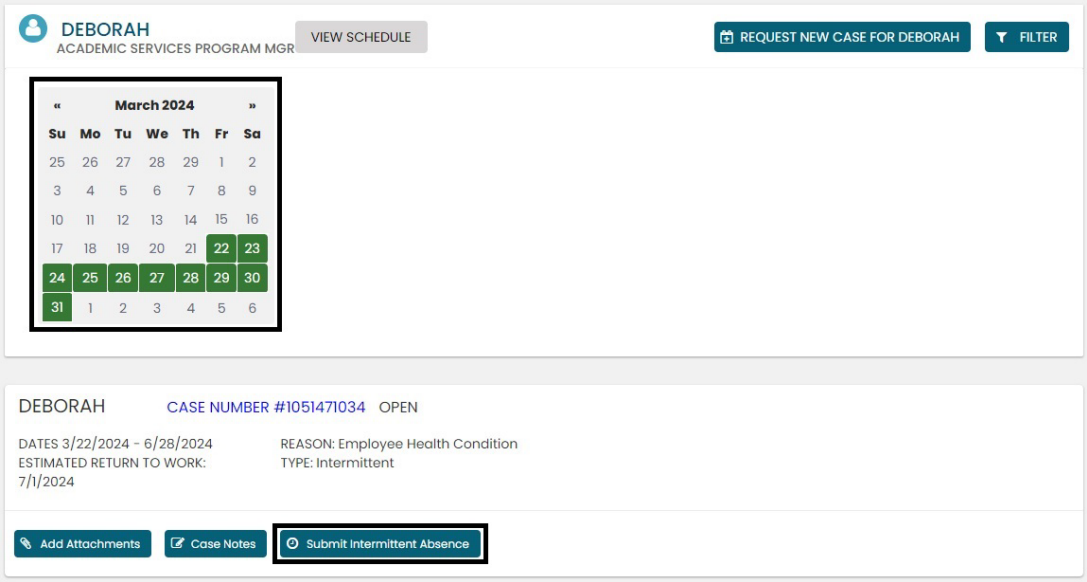
Once your intermittent leave case is approved, its status will update in ESS.

Access and Review and Your Personal Leave Case

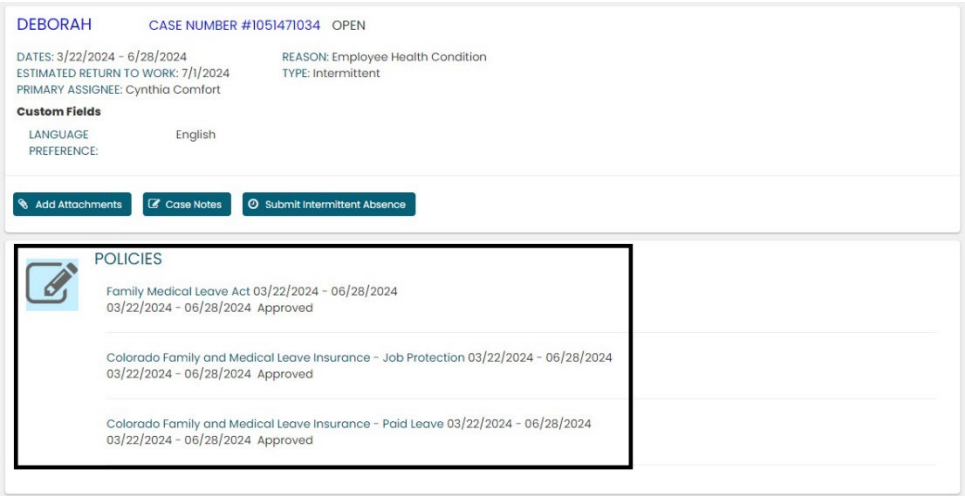
1. **Select** *My Cases*

2. **Select** your *NAME* to open and review the employee calendar. **NOTE:** If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.

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



1. **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

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

- Do not report any personal leave or regular work time in the self-service portal.
- Report FAMLI supplemental leave, regular work time and any personal leave via your regular reporting method. Employees should work with their supervisor and/or department HR contact should they 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.

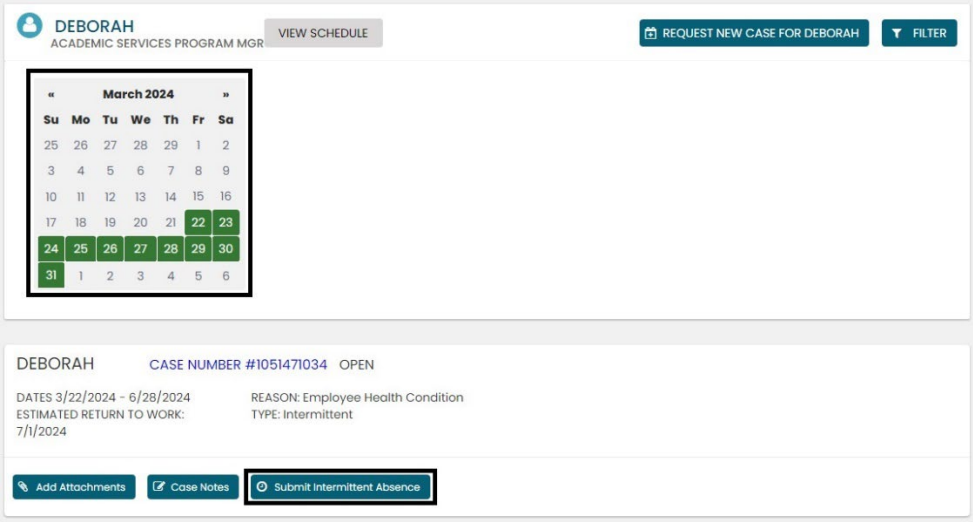
Leave Reporting

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 are aware that 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 an employee does not take any leave in a given month, there is no need to take action.

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

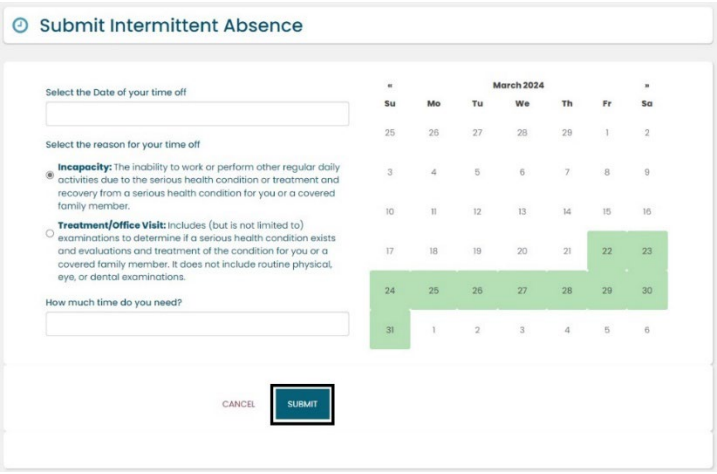


2. **Select** the date on the calendar you are entering leave usage for. This will auto populate the date box.

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.*

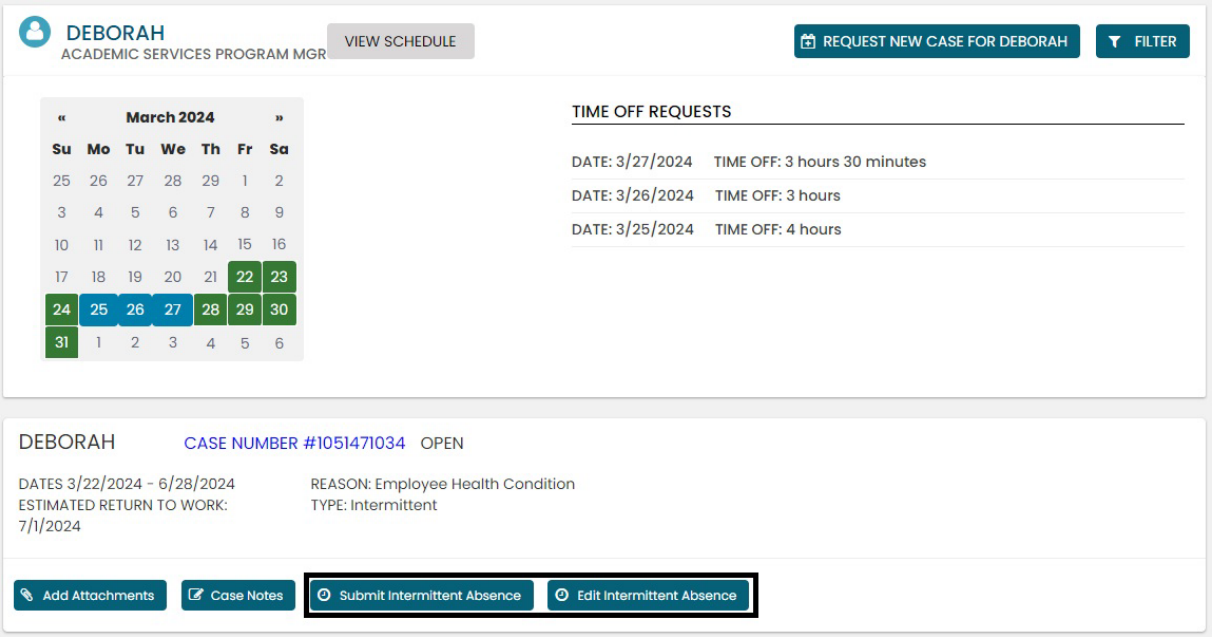


The dashboard will now reflect the days entered.

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

7. Each intermittent leave request must be approved by the Case Manager to ensure it falls within the approved leave schedule and will remain in a pending status on the 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

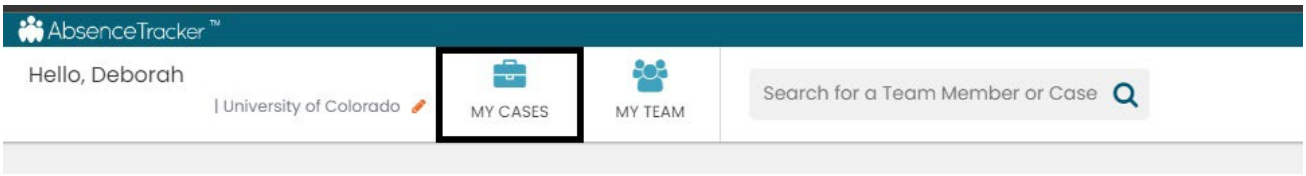
Apply for and Manage Reduced Schedule Leave of Absence

Reduced schedule leave should be requested if you or your employee 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 please review How to Determine Your Leave Type before proceeding.

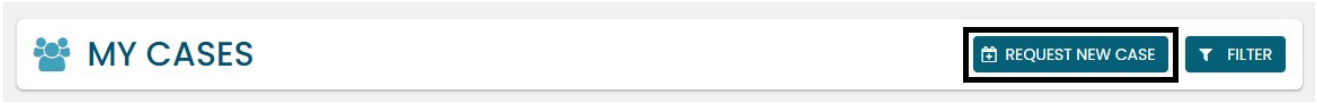
Applying for Reduced Schedule Leave

If you are requesting a new case for yourself:

5. **Select** *My Cases* on the *Dashboard.*

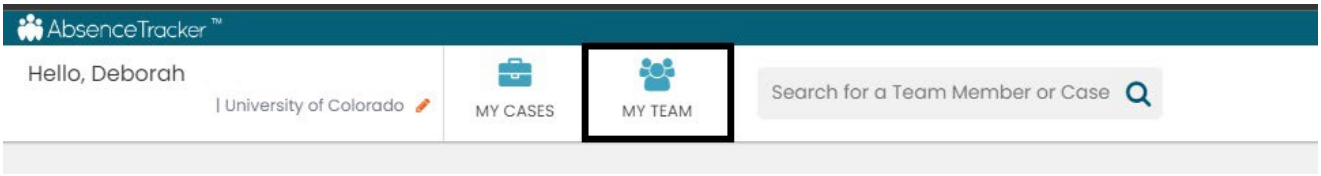


6. **Select** *Request a New Case*.

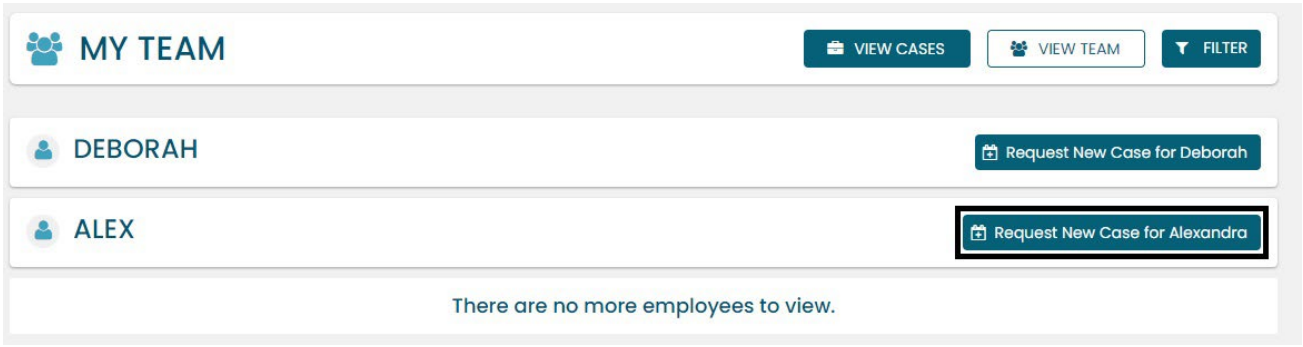


If you are requesting a new case for an employee:

5. **Select** *My Team* on the *Dashboard.*



6. Use the *Search for a Team Member or Case* to find the employee OR select *View Team*.



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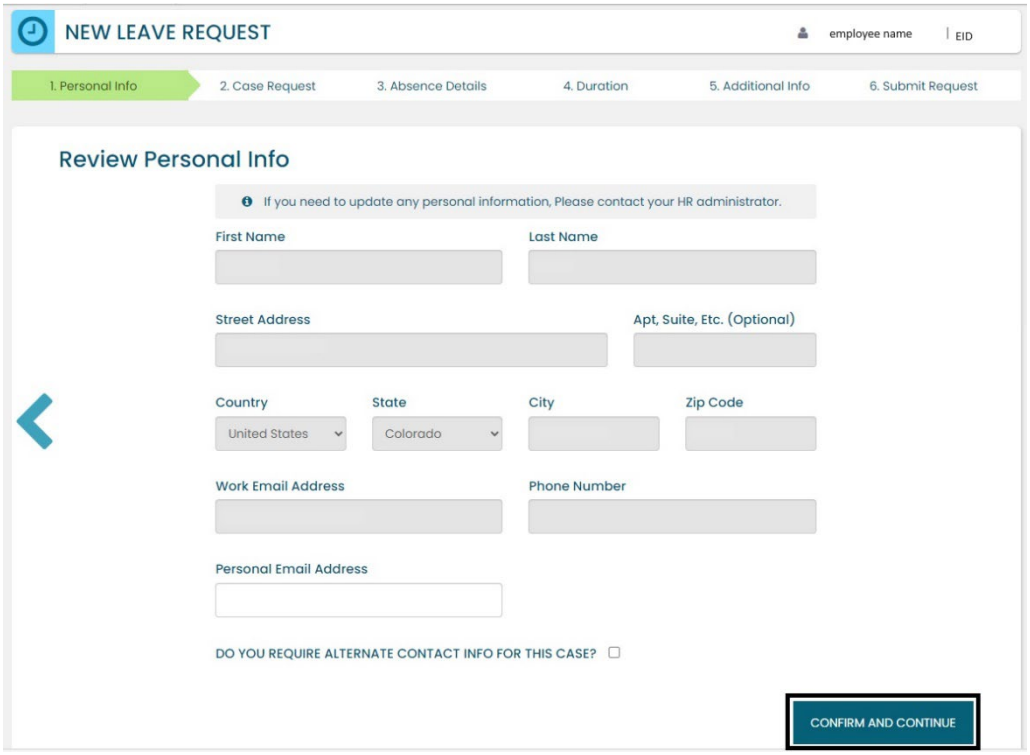
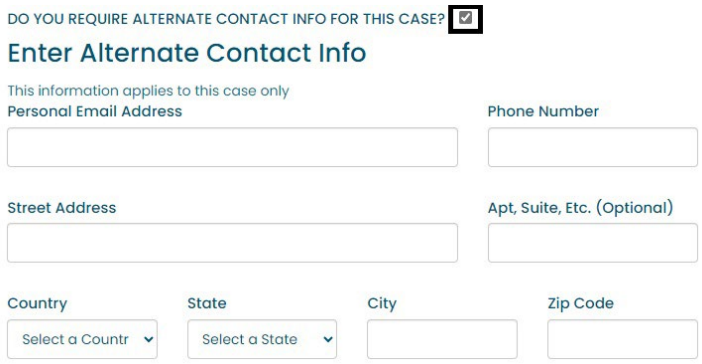
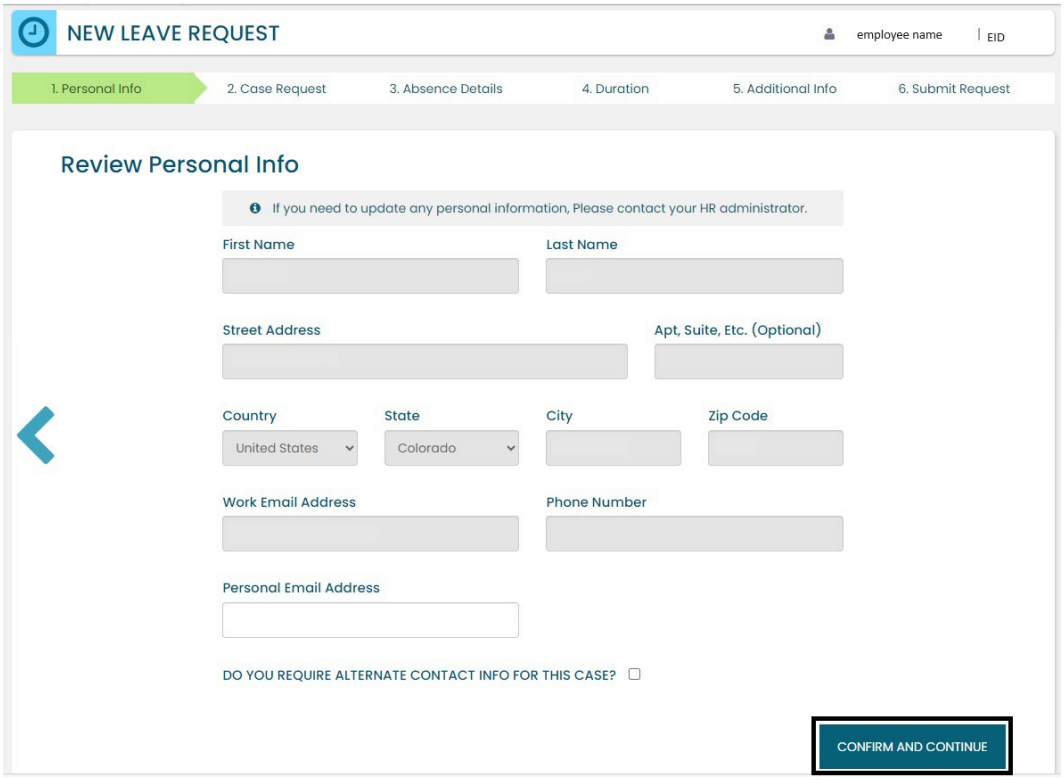


2. **Add** an alternate email or mailing address if applicable for the duration of the request. **Check** the box and **complete** the information.



1. **Select** *Confirm and Continue.*



Reason for Case

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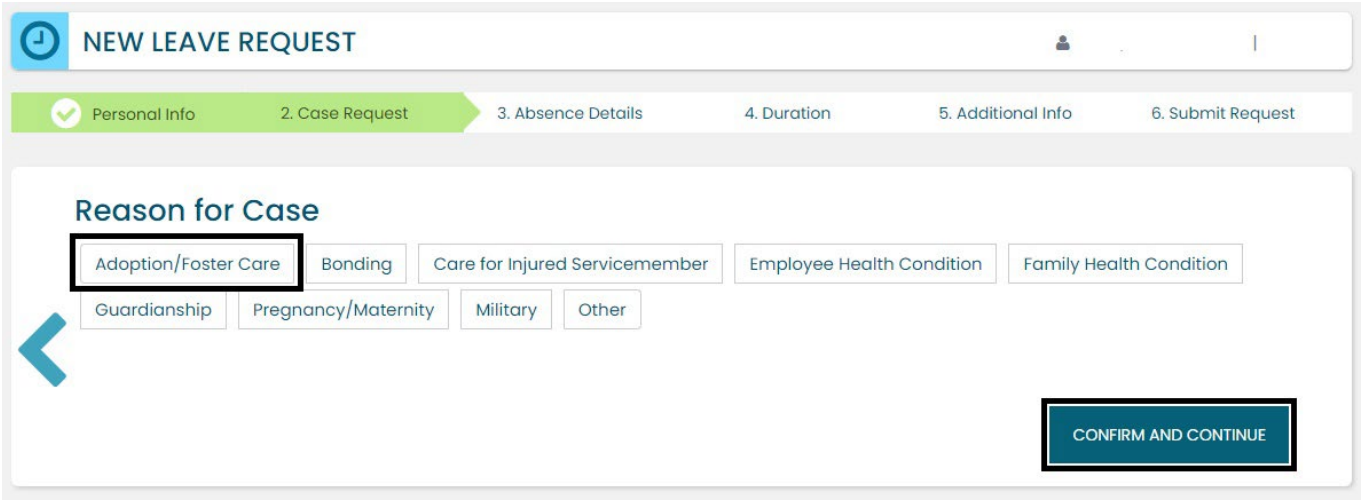
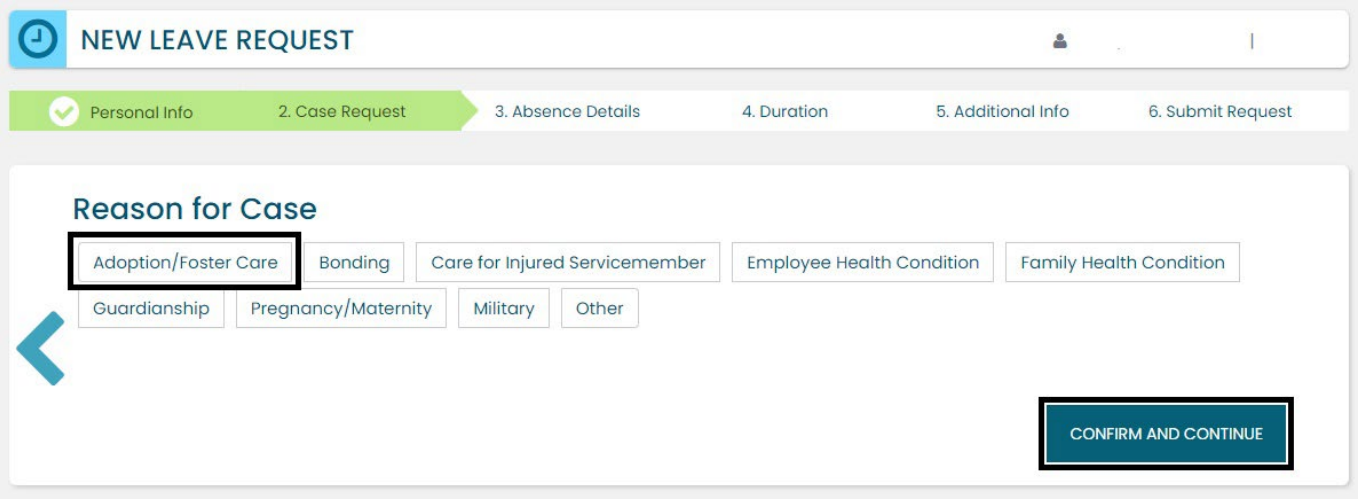


2. **Complete** all required information (dependent upon reason selected).



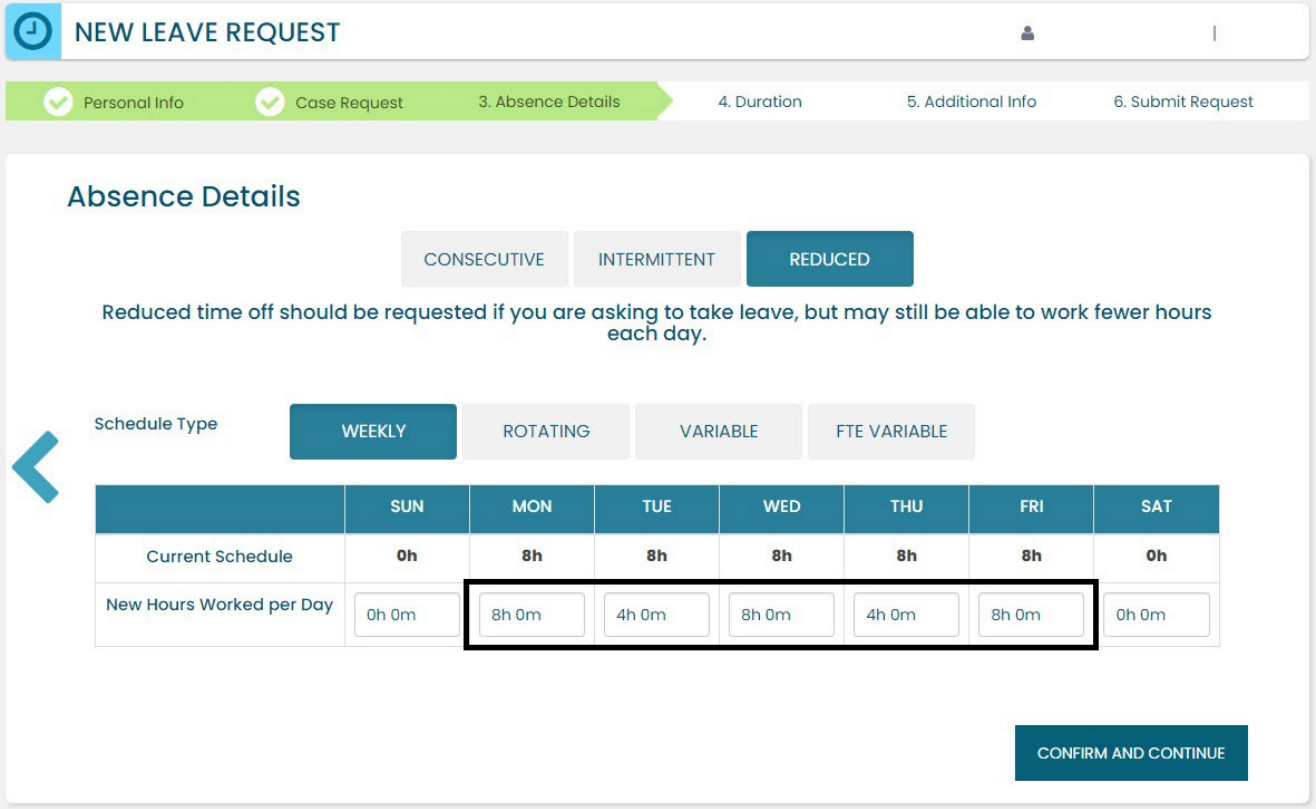
3. **Select** *Confirm and Continue*.

Absence Details

1. **Select** *Reduced* from the *Absence Details*: If you are unsure of the 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 the 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. The new hours worked per day would be:

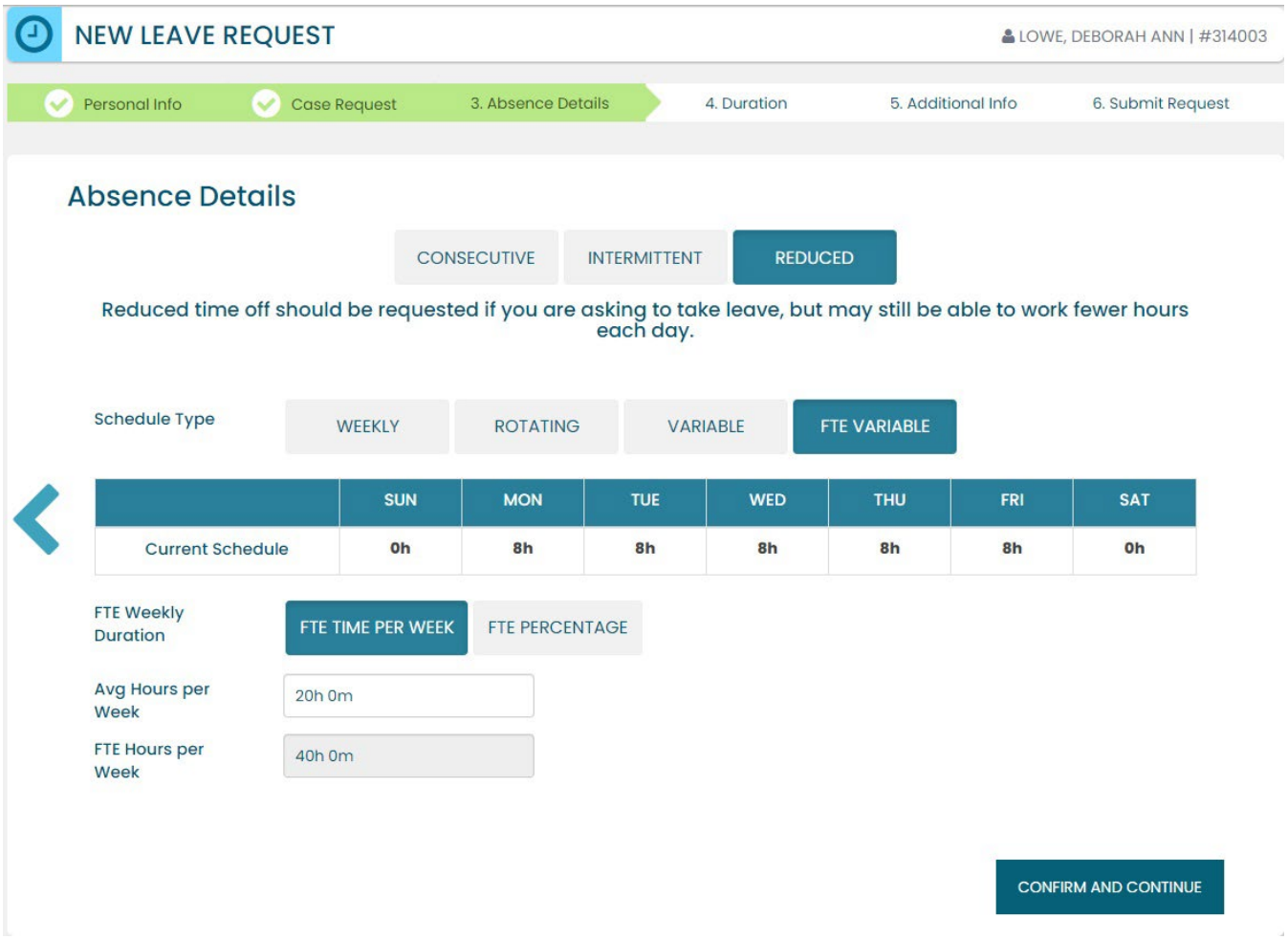


   Rotating: Do not use this schedule type.

   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.



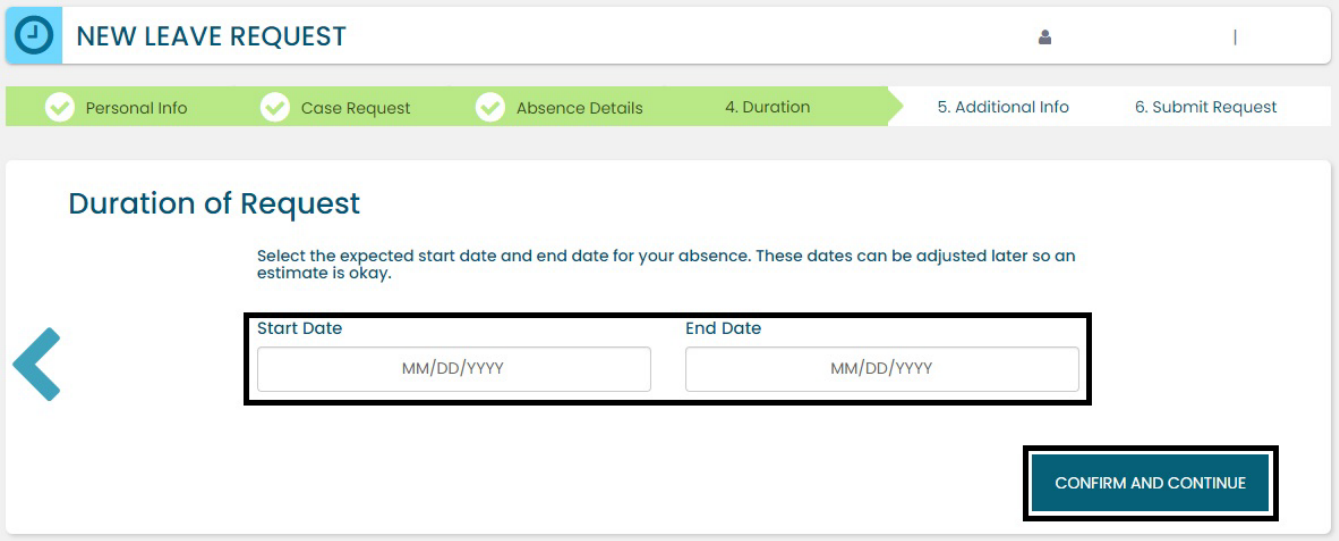
3. **Select** *Confirm and Continue.*

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 the leave of absence request, please give us the best estimate. The Case Manager can update the leave dates when we receive the required documentation or if the needs change.

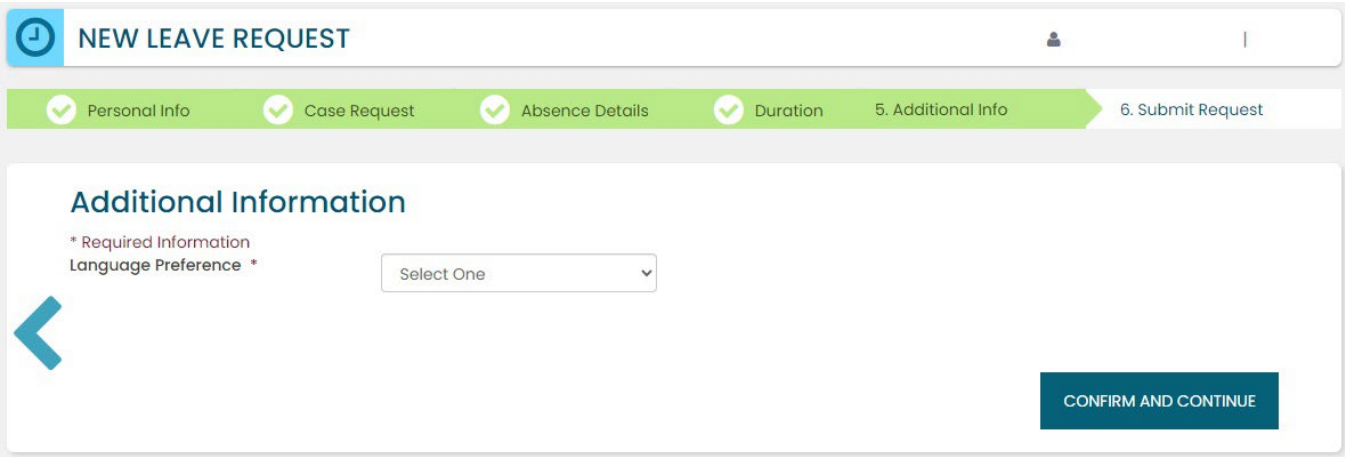
3. **Select** Confirm and Continue.



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.

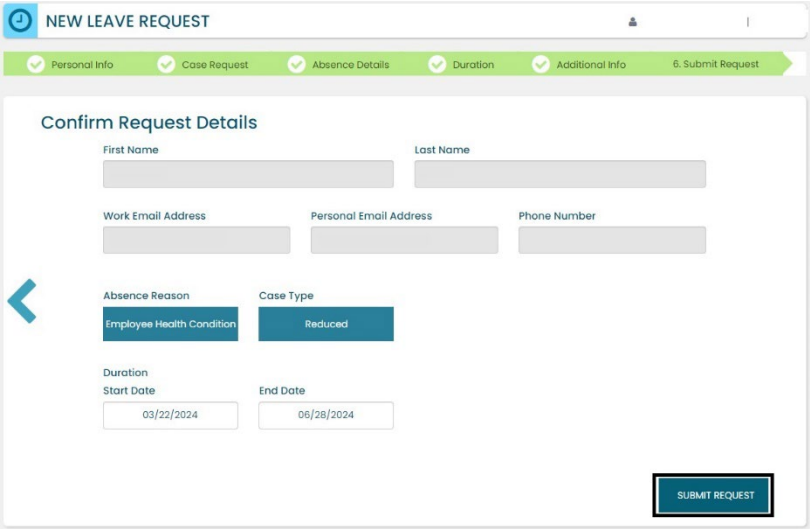


2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
    a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in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

Submit Request

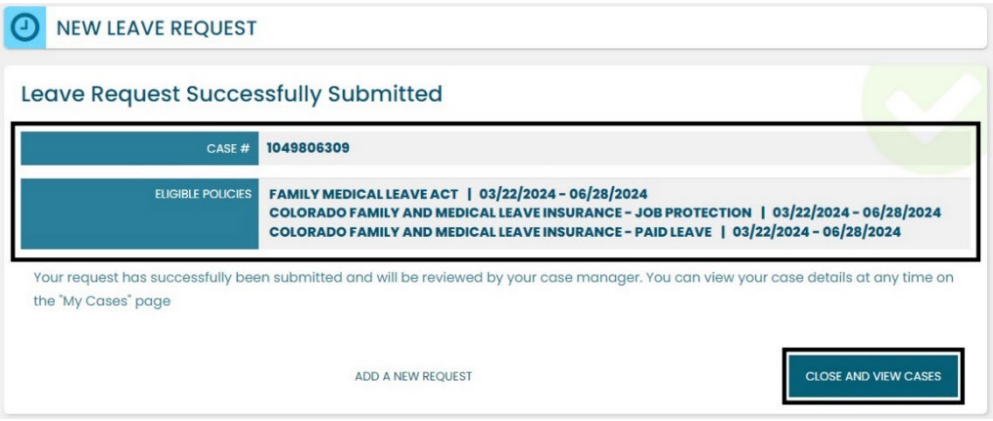
1. **Review** the details of your request on the *Confirm Request Details* screen. Any changes can be made by selecting the back arrow OR by selecting any of the green section headers.

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.

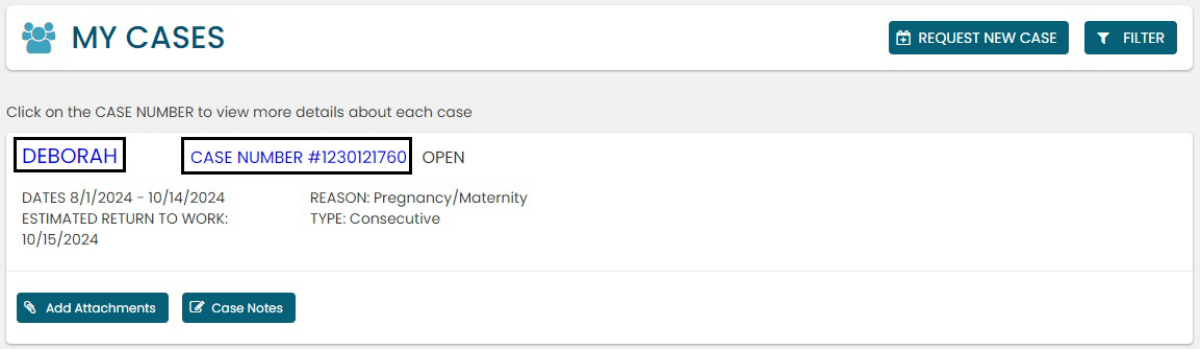
Pending Reduced Schedule Leave Case Request

Once you or your employee has submitted a leave request, you will be able to access and review it from the Dashboard.

Access and Review and Your Personal Leave Case

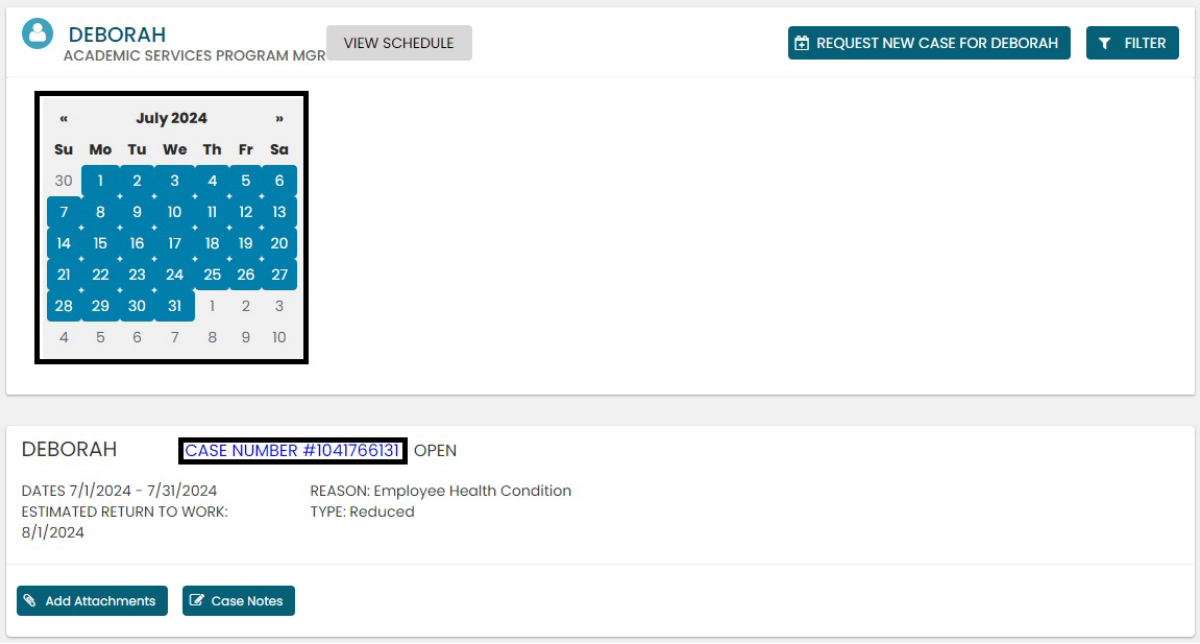
1. **Select** *My Cases*.

2. **Select** your *NAME* to open and review the employee calendar. **NOTE:** If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.



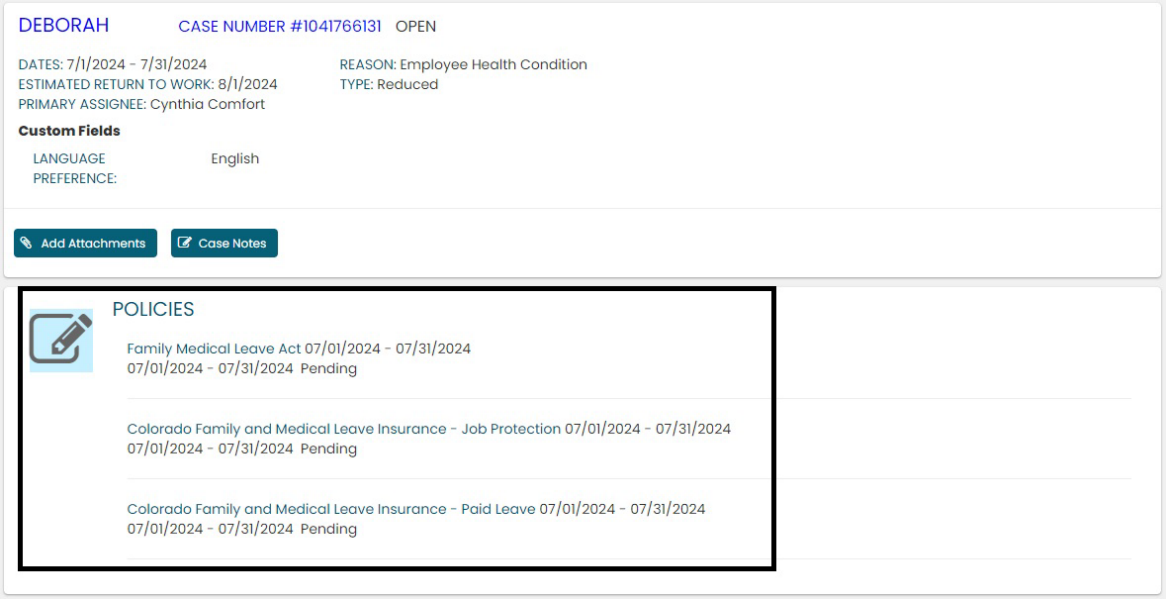
3. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.

4. **Select** your *Case Number* to open and review leave policies eligibility.



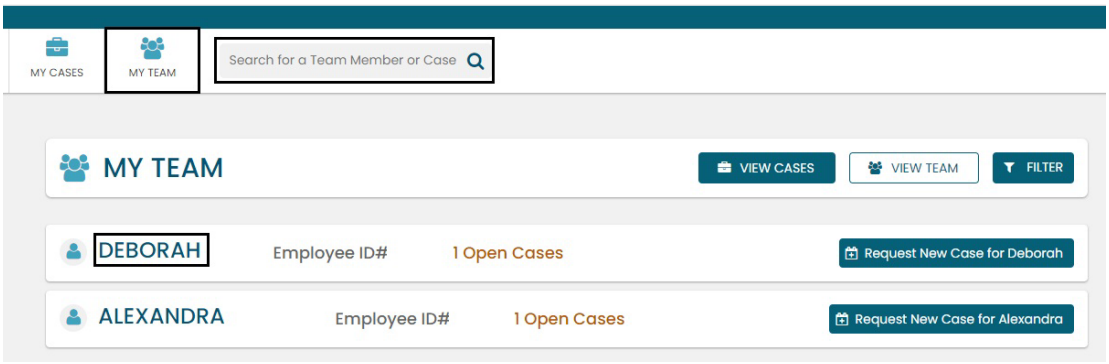
5. **Review** policy eligibility. They will remain in a pending status until Employee Services is able to review your case and collect the required documents to approve or deny the leave. Within five business days of submitting your request, you will receive an email from your Case Manager which will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

   NOTE: this is the same screen that appears if you select *Case Number* in step 2.



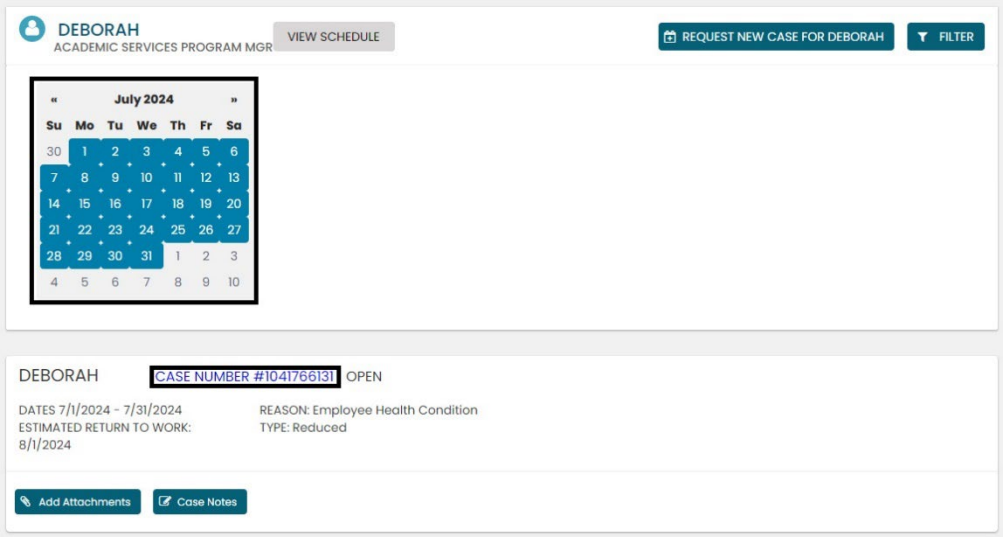
Access and Review an Employee's Leave Case

1. **Selec**t *My Team*.
2. **Search** for your employee if their case does not appear.
3. **Select** the *employee's name* **you wish to review.**

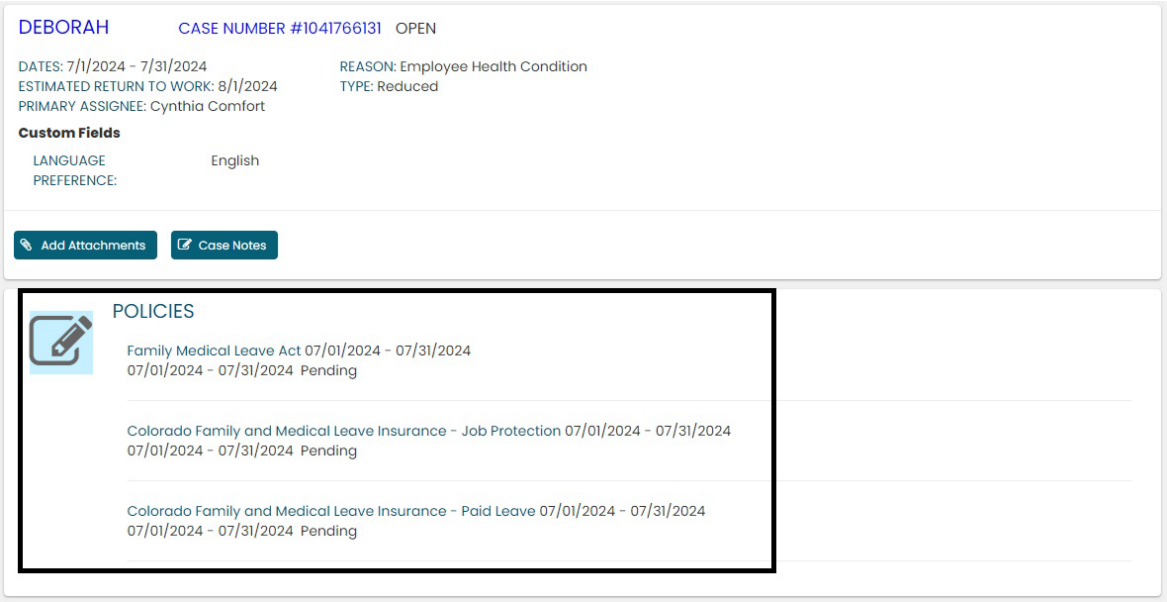


4. **Review** the Calendar**. NOTE: Select** the calendar arrows to navigate to the month your requested leave begins. Blue boxes on the calendar represent pending requests.

5. **Select** your *Case Number* to open and review eligible leave policies.



6. **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 Reduced Schedule Leave Case

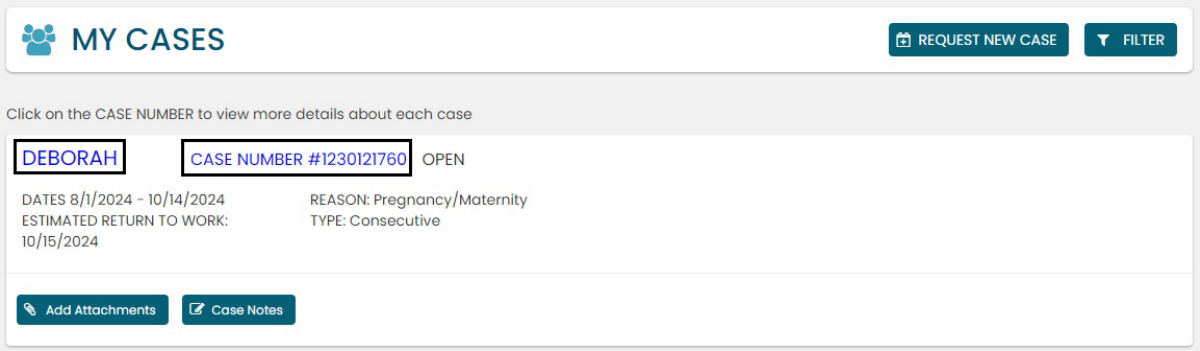
Once a Consecutive leave case is approved by Employee Services, its status will update in ESS.

Access and Review and Your Personal Leave Case

1. **Select** *My Cases*

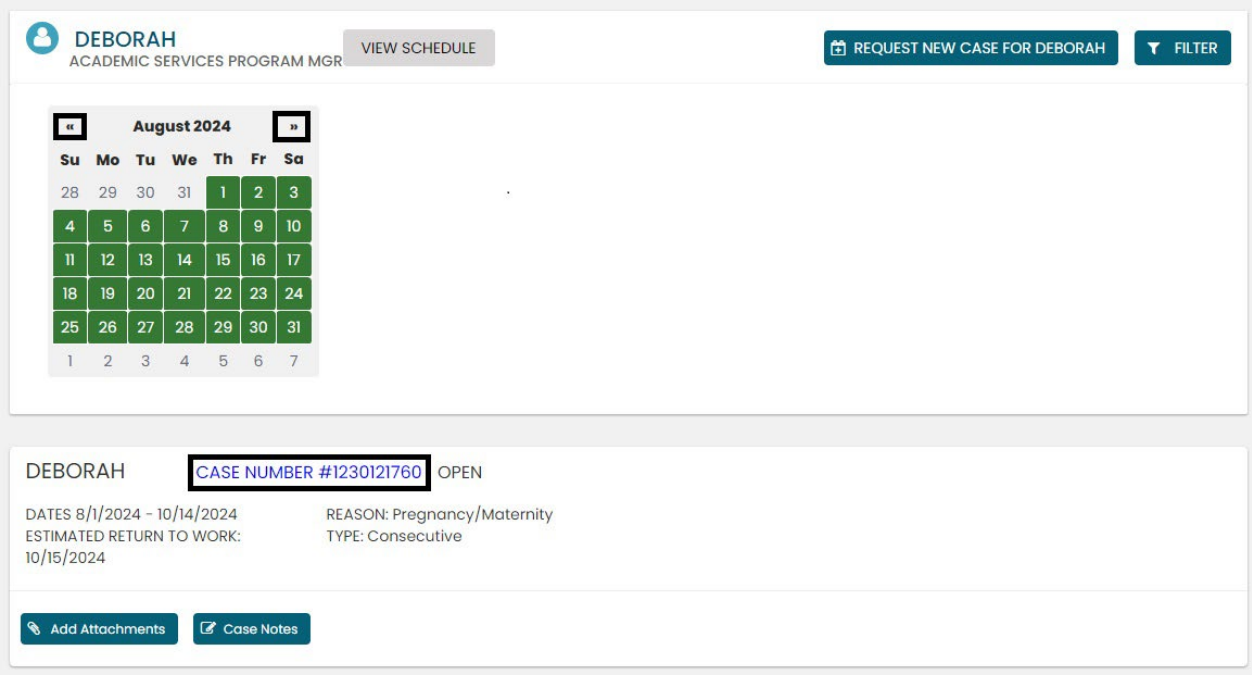
2. **Select** your *NAME* to open and review the employee calendar.

   NOTE: If you select the case number you can review eligibility. You can also access the case number after you review the calendar. See step number four.

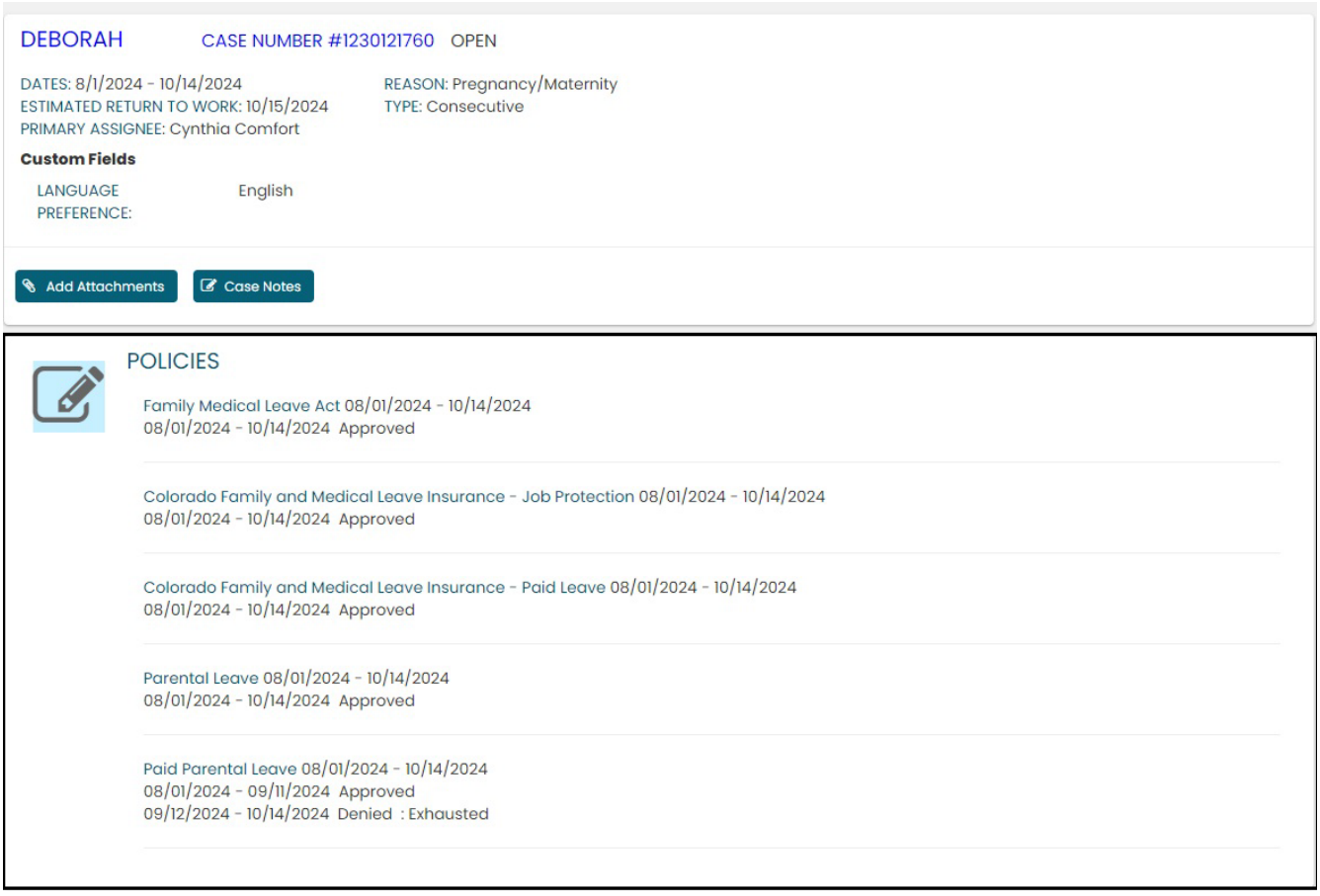


3. **Review** requested leave on the calendar.

   NOTE: The calendar will change based on the case status. **Select** the *forward arrow* on the calendar to advance to the month the leave will begin. The dates you requested for leave will be blue if pending, green if approved, and red if denied.



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 reduced schedule leave usage according to the employee's approved designation notice. Requested and/or approved reduced schedule leave dates can be reviewed in the self-service portal at any time. If the leave dates/schedule need to be changed, please contact the leave case manager at leave@cu.edu.

- The employee (or supervisor and/or department HR contact) is required to report any FAMLI supplemental leave, regular work time and personal leave via the employee's regular reporting method. The employee is encouraged to work with their supervisor and/or department HR contact should they 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:

Table of Contents

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.