ES Leave Program
Entering Leave in MyLeave

This step-by-step guide is for exempt University Staff and 12-month Faculty paid monthly who have been approved for a leave of absence related to FMLA and/or parental leave.

1. **Log into** the Employee Portal (my.cu.edu).
2. **Select** the MyLeave tile on the home page OR My Info and Pay from the CU Resources Home dropdown menu.

3. **Double Click** on the day you want to enter leave.
4. **Enter** the appropriate date range and number of hours that you wish to take leave for.
   a. For example, if you are taking a consecutive leave from January 1, 2024 – January 31, 2024, as a 1.0 FTE, you’d want to enter your leave as indicated.

5. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
   a. Paid Parental Leave for PPL
   b. Sick Leave
   c. Vacation Leave
   d. Unpaid Other Current Month for Unpaid Leave
6. **Select Submit a Request** from the status dropdown menu.
7. **Select Save**.

![Add/Edit Event](image)

8. **Repeat** steps 3-7 for each day or period of time you are entering leave.
9. **Submit** your MyLeave calendar for approval no later than the 5th business day of each month.