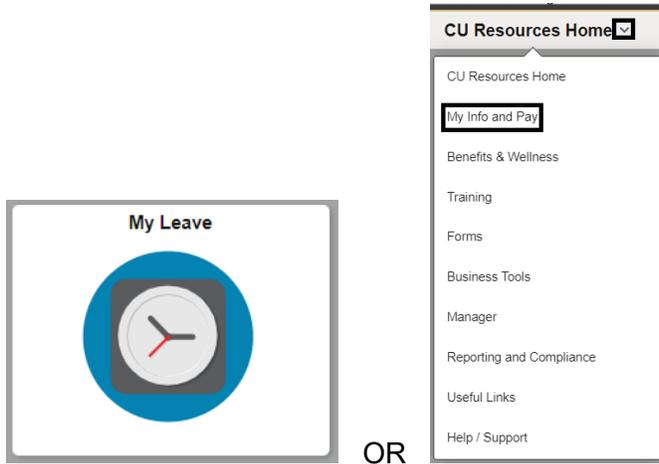


ES Leave Program

Entering Leave in MyLeave

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

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



3. **Double Click** on the day you want to enter leave

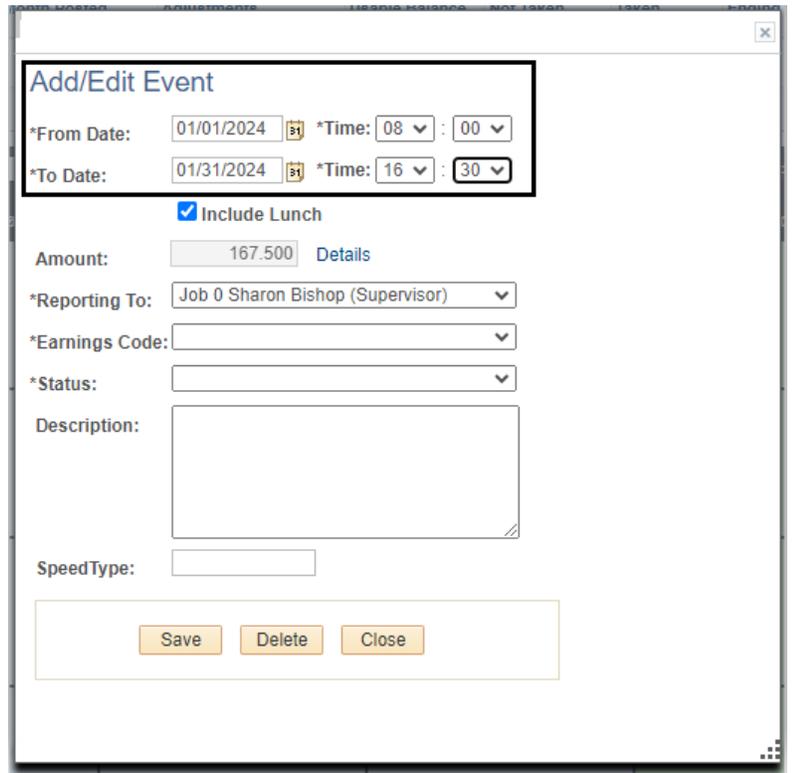
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

Balances	ActProj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	536.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December		January 2024							February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	New Year's Day H/8 Taken				Today					
7	8	9	10	11	12	13				
14	Martin Luther... H/8 Taken	15	16	17	18	19	20			
21	22	23	24	25	26	27				
28	29	30	31							

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.



The screenshot shows the 'Add/Edit Event' form. A red box highlights the following fields:

- *From Date: 01/01/2024
- *Time: 08 : 00
- *To Date: 01/31/2024
- *Time: 16 : 30

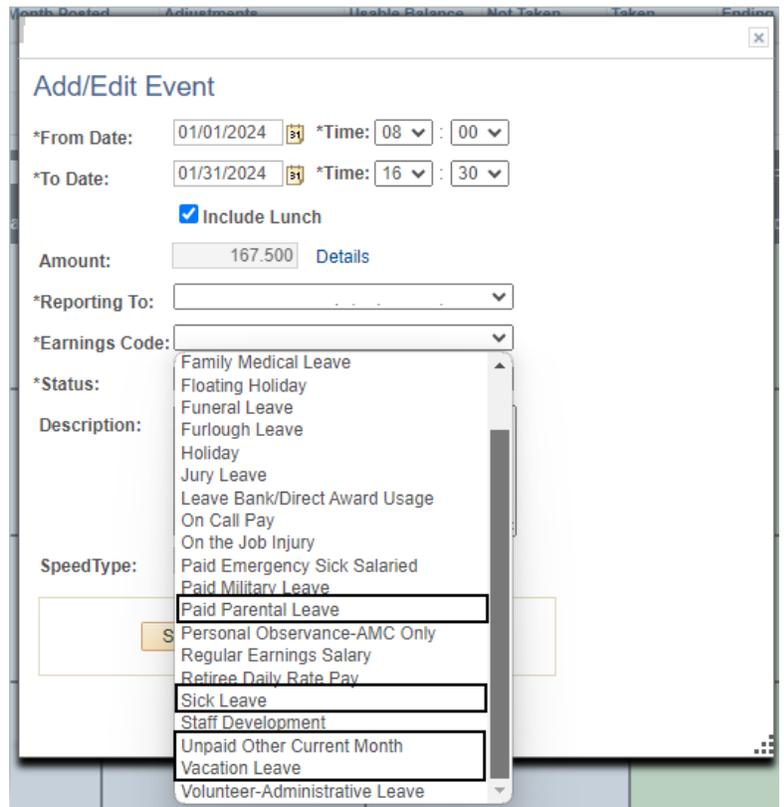
Other visible fields include:

- Include Lunch
- Amount: 167.500
- *Reporting To: Job 0 Sharon Bishop (Supervisor)
- *Earnings Code: (empty)
- *Status: (empty)
- Description: (empty text area)
- SpeedType: (empty)
- Buttons: Save, Delete, Close

5. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:

NOTE: When an employee is on FMLA, sick leave should be used through exhaustion, then vacation leave, then unpaid leave.

 - a. Paid Parental Leave for PPL
 - b. Sick Leave
 - c. Vacation Leave
 - d. Unpaid Other Current Month for Unpaid Leave



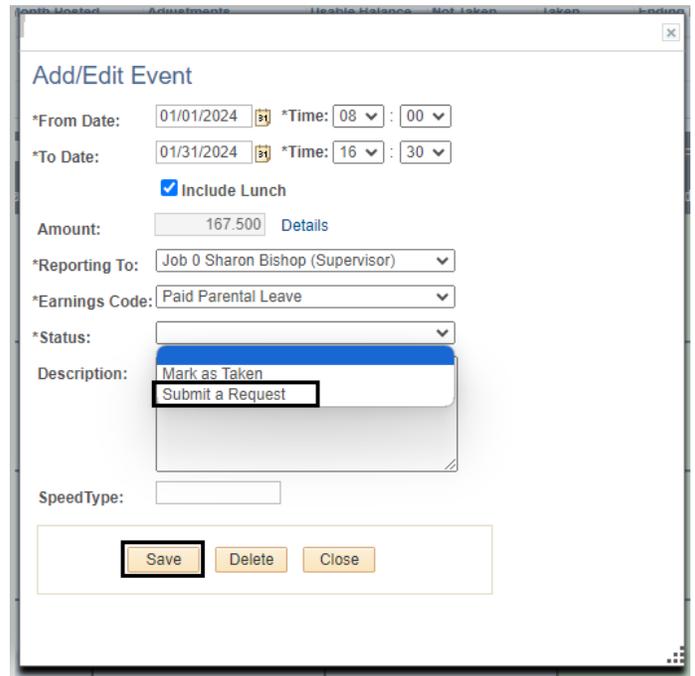
The screenshot shows the 'Add/Edit Event' form with the 'Earnings Code' dropdown menu open. The menu lists the following options:

- Family Medical Leave
- Floating Holiday
- Funeral Leave
- Furlough Leave
- Holiday
- Jury Leave
- Leave Bank/Direct Award Usage
- On Call Pay
- On the Job Injury
- Paid Emergency Sick Salaried
- Paid Military Leave
- Paid Parental Leave** (highlighted)
- Personal Observance-AMC Only
- Regular Earnings Salary
- Retiree Daily Rate Pay
- Sick Leave** (highlighted)
- Staff Development
- Unpaid Other Current Month
- Vacation Leave
- Volunteer-Administrative Leave

Other visible fields include:

- *From Date: 01/01/2024
- *Time: 08 : 00
- *To Date: 01/31/2024
- *Time: 16 : 30
- Include Lunch
- Amount: 167.500
- *Reporting To: (empty)
- *Status: (empty)
- Description: (empty)
- SpeedType: (empty)

6. **Select *Submit a Request*** from the status dropdown
7. **Select *Save***



The screenshot shows the 'Add/Edit Event' form with the following details:

- *From Date: 01/01/2024 *Time: 08 : 00
- *To Date: 01/31/2024 *Time: 16 : 30
- Include Lunch
- Amount: 167.500 Details
- *Reporting To: Job 0 Sharon Bishop (Supervisor)
- *Earnings Code: Paid Parental Leave
- *Status: Mark as Taken (dropdown menu open, 'Submit a Request' selected)
- Description: (empty)
- SpeedType: (empty)
- Buttons: Save, Delete, Close

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