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New self-service portal allows you to apply for leave, track your request status and more [1]

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Beginning June 3, Employee Services will debut a new employee self-service (ESS) tool that allows employees using Family and Medical Leave Insurance (FAMLI) [3], FMLA and Parental Leave to more easily apply for and manage their leave. It also allows supervisors and department HR contacts greater insight into open cases for their direct reports.

As of May 15, **1,662** employees have requested and taken some amount of FAMLI leave.

The university's new ESS portal allows employees to request leave on a variety of schedules, from consecutive blocks of leave to intermittent leave to a reduced work schedule. It also empowers employees and their supervisors to see the status of submitted requests, view or submit supporting documents or update the details of their leave.

Supervisors, managers and designated HR contacts from your department will also have access to the ESS portal which will allow them to submit and review leave requests on behalf of employees, see approval status, run reports and more. Supervisors, managers and designated HR contacts will not have access to an employee's confidential medical information.

A new guide will help you manage your leave and related tasks

Updated information and resources regarding the new ESS portal as well as FMLA, FAMLI and Parental Leave can be found on the Employee Services website [4].

The Leave of Absence ESS User Guide for Employees [5] walks through the login process as well as instructions for navigating several steps of the leave request and reporting process with screenshots to help locate each tool. Supervisors and HR partners should use the Leave of Absence ESS User Guide for Supervisors, Managers & HR Partners [6].

Use this guide for the following tasks:

- Apply for leave.
- See your leave case details and request status.
- Submit supporting documents.
- Update leave dates or duration.
- Log hours taken, if required.
- And more.

Please note: The current OnBase form used to request leave will no longer be available in

the employee portal as of June 3. Please make sure you are aware of this and take time to review the Leave of Absence ESS User Guide for Employees [5] ahead of the launch to understand how to submit a leave request moving forward.

Share your experience

This self-service portal has been through user experience testing and review. While we don't anticipate difficulties, we encourage you to share your experience — good and bad — with the leave team. Please email your feedback to leave@cu.edu [7].

FAMLI [8], [9]
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