

# 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, FAMILI, 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.

#### Guide Navigation

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

To apply for and manage FMLA, Parental Leave, or CU FAML I 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 (FAML I) 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 (FAML I): Important Considerations

Please review this section prior to submitting your LOA request in the AbsenceTracker ESS. CU FAML I 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 FAML I wage replacement benefits on the first day of employment, receive CU FAML I job protection after 180 days of employment, and are allowed 12 weeks of partial wage replacement through CU FAML I per 12-month period.

Important considerations when applying for CU FAML I leave include:

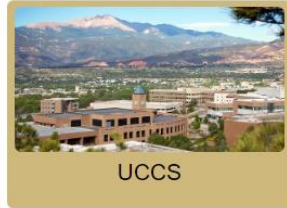
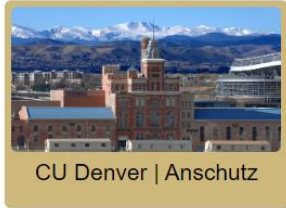
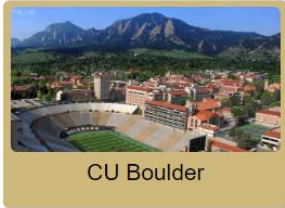
- FAML I payments made to employees by CU are exempt from all retirement plan contributions, mandatory and voluntary. Any paid parental leave, sick and vacation leave used to supplement FAML I will be subject to normal retirement contributions.
- Employees receiving FAML I payments can anticipate up 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 FAML I portion of employee wages.
  - The FAML I 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 FAML I benefit amount.

## AbsenceTracker (ESS): Access and Login

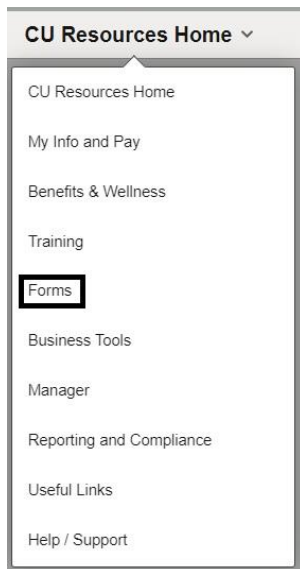
1. **Login** to the [employee portal](https://my.cu.edu/) (<https://my.cu.edu/>).



Click on your campus to log in.



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



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



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



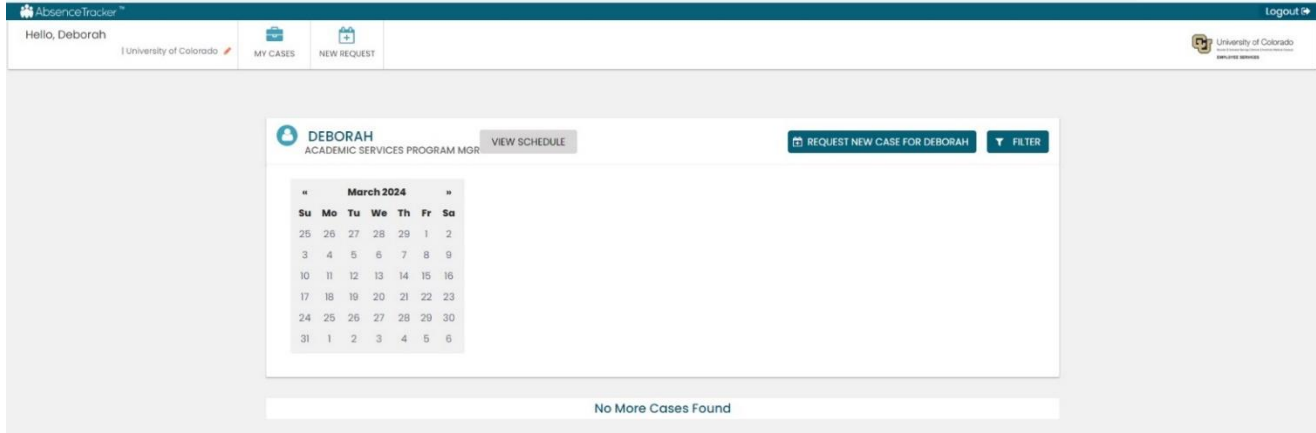
5. **Select *Leave Self-Service* Tile.**



## AbsenceTracker (ESS): ESS Employee Dashboard

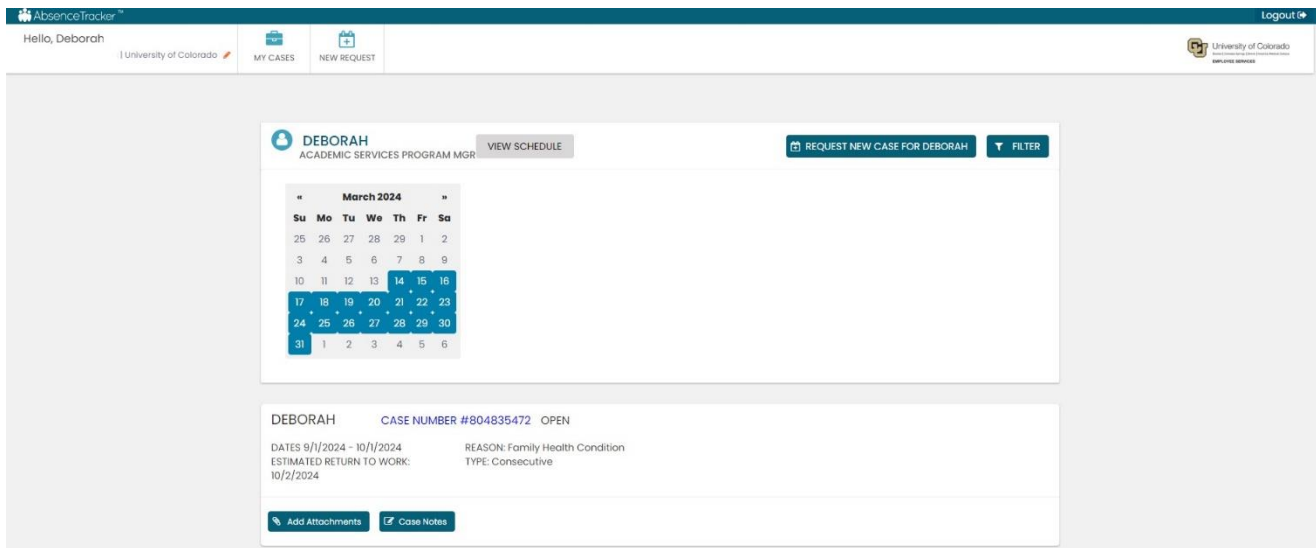
Once you have logged in, the dashboard will appear on the ESS home screen. It will look one of two ways:

### Dashboard view – No Cases



The screenshot shows the AbsenceTracker interface for user DEBORAH. The header includes the user's name and role (ACADEMIC SERVICES PROGRAM MGR), along with navigation links for 'MY CASES' and 'NEW REQUEST'. A calendar for March 2024 is displayed, showing dates from 25 to 31. Below the calendar, a message states 'No More Cases Found'.

### Dashboard view – Open Case



The screenshot shows the AbsenceTracker interface for user DEBORAH with an open case. The header is identical to the previous view. The calendar for March 2024 highlights the dates 17 through 23. Below the calendar, the case details are displayed:

- DEBORAH** CASE NUMBER #804835472 OPEN
- DATES 9/1/2024 - 10/1/2024
- ESTIMATED RETURN TO WORK: 10/2/2024
- REASON: Family Health Condition
- TYPE: Consecutive

Buttons for 'Add Attachments' and 'Case Notes' are visible at the bottom of the case details section.

## 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 1<sup>st</sup> and will require a 6-week recovery period. You will be on leave from March 1<sup>st</sup> – April 11<sup>th</sup> and will not return to work or complete any work-related activity until April 12<sup>th</sup>.

- **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:

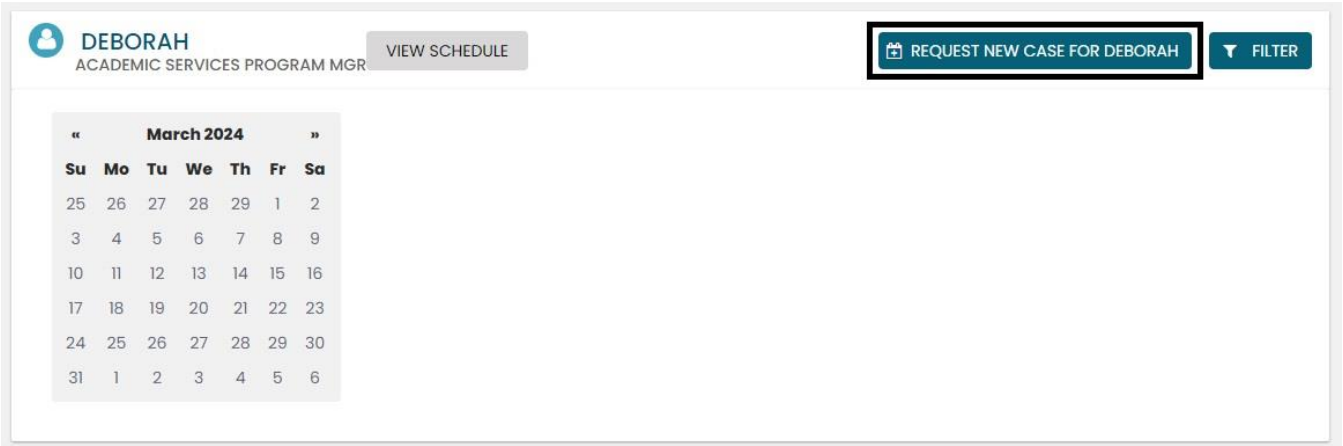
- [Apply and Manage Your Consecutive Leave of Absence](#)
- [Apply and Manage Your Intermittent Leave of Absence](#)
- [Apply and Manage Your Reduced Schedule Leave of Absence](#)

## 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*.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

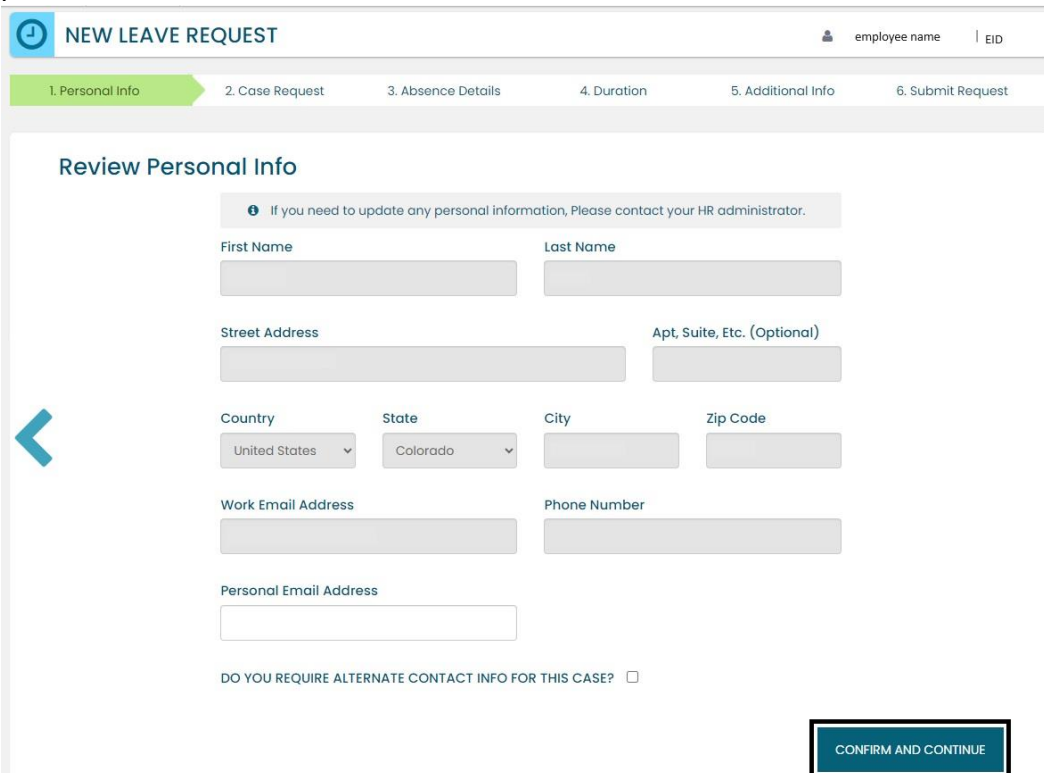
VIEW SCHEDULE

REQUEST NEW CASE FOR DEBORAH FILTER

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### 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.



NEW LEAVE REQUEST

employee name | EID

1. Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Additional Info 6. Submit Request

**Review Personal Info**

If you need to update any personal information, Please contact your HR administrator.

First Name Last Name

Street Address Apt. Suite, Etc. (Optional)

Country State City Zip Code

United States Colorado

Work Email Address Phone Number

Personal Email Address

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

CONFIRM AND CONTINUE

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


DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

**Enter Alternate Contact Info**

This information applies to this case only


Personal Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="Select a Countr"/>	<input type="text" value="Select a State"/>	<input type="text"/>	<input type="text"/>

3. **Select Confirm and Continue.**

 **NEW LEAVE REQUEST**
employee name | EID

1. Personal Info
2. Case Request
3. Absence Details
4. Duration
5. Additional Info
6. Submit Request

### Review Personal Info

 If you need to update any personal information, Please contact your HR administrator.

First Name	Last Name		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="United States"/>	<input type="text" value="Colorado"/>	<input type="text"/>	<input type="text"/>
Work Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Personal Email Address			
<input type="text"/>			
DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE? <input type="checkbox"/>			

**CONFIRM AND CONTINUE**



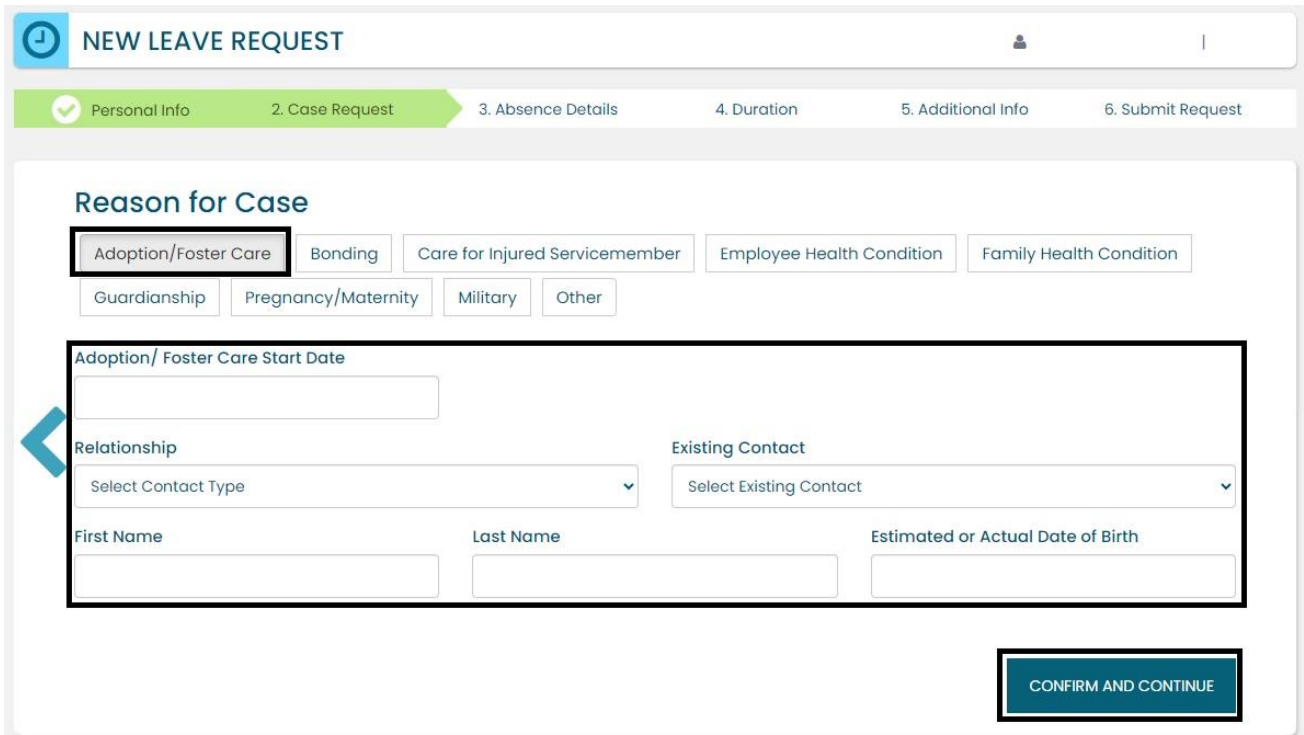
## Reason for Case

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.



The screenshot shows the 'NEW LEAVE REQUEST' form with a progress bar at the top indicating the current step is '2. Case Request'. Below the progress bar, the 'Reason for Case' section is displayed. It features a grid of buttons for different reasons: Adoption/Foster Care, Bonding, Care for Injured Servicemember, Employee Health Condition, Family Health Condition, Guardianship, Pregnancy/Maternity, Military, and Other. The 'Adoption/Foster Care' button is highlighted with a black border. A blue arrow on the left points to the left, and a 'CONFIRM AND CONTINUE' button is located at the bottom right.

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

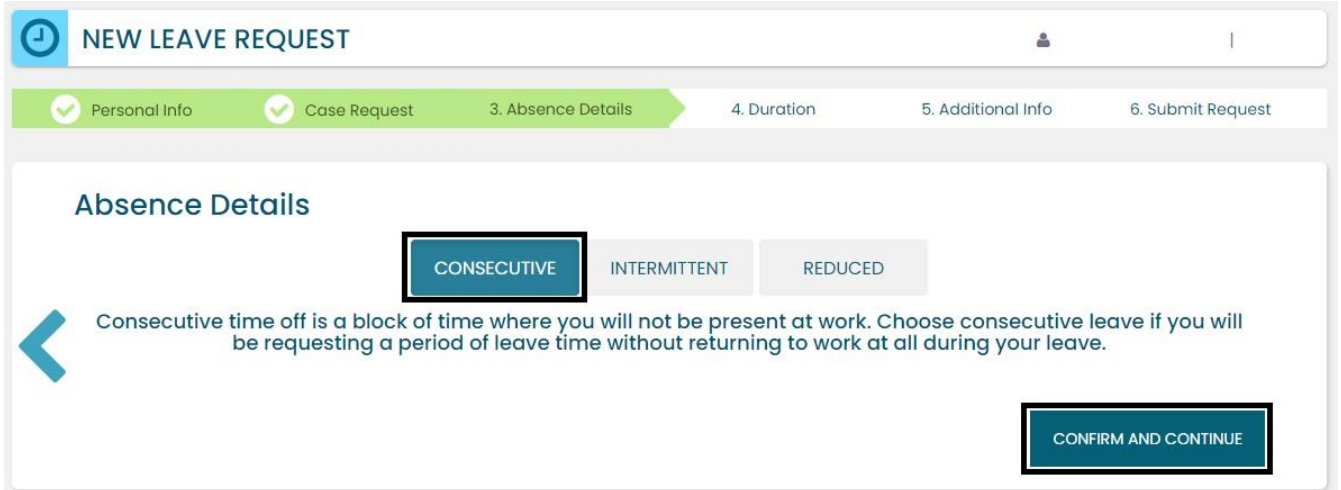


The screenshot shows the 'NEW LEAVE REQUEST' form with the 'Reason for Case' section. The 'Adoption/Foster Care' button is selected. Below the buttons, a large black-bordered box contains the following fields: 'Adoption/ Foster Care Start Date' (text input), 'Relationship' (dropdown menu with 'Select Contact Type' selected), 'Existing Contact' (dropdown menu with 'Select Existing Contact' selected), 'First Name' (text input), 'Last Name' (text input), and 'Estimated or Actual Date of Birth' (text input). A blue arrow on the left points to the left, and a 'CONFIRM AND CONTINUE' button is located at the bottom right.

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

## Absence Details

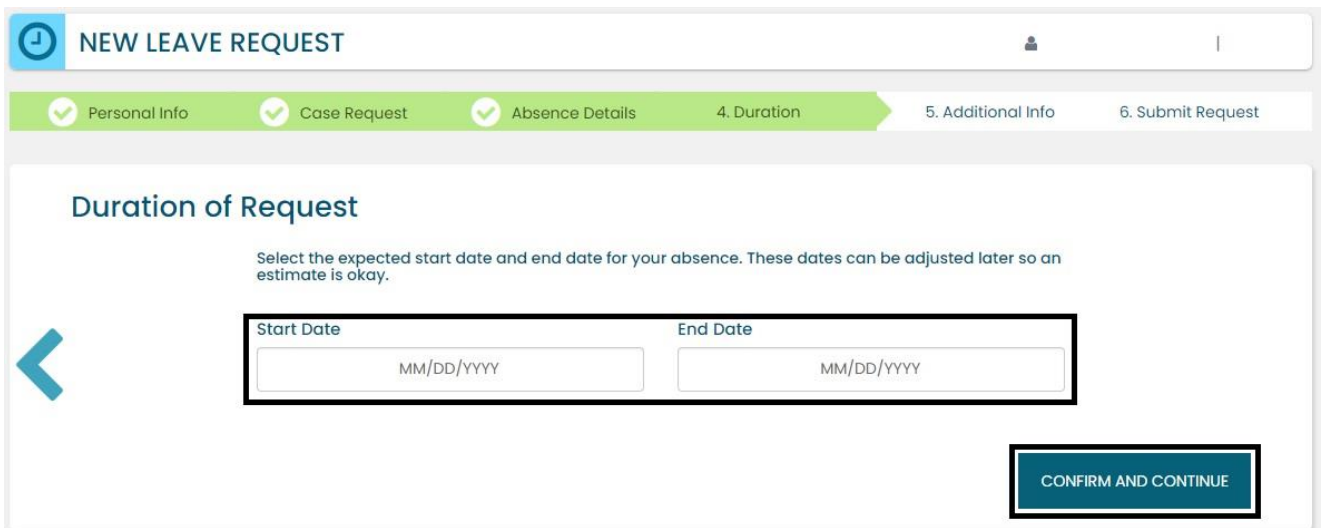
1. **Select *Consecutive*** from the *Absence Details*. If you are unsure of your leave type navigate to [Determining your Leave Type](#).
2. **Select *Confirm and Continue***.



The screenshot shows the 'NEW LEAVE REQUEST' form with a progress bar at the top. The progress bar has six steps: Personal Info, Case Request, Absence Details (highlighted in green), Duration, Additional Info, and Submit Request. Below the progress bar, the 'Absence Details' section is titled. It features three buttons: 'CONSECUTIVE' (highlighted with a black border), 'INTERMITTENT', and 'REDUCED'. Below these buttons is a left-pointing arrow and a text box explaining that consecutive time off is a block of time where you will not be present at work. At the bottom right, there is a 'CONFIRM AND CONTINUE' button, also highlighted with a black border.

## 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***.

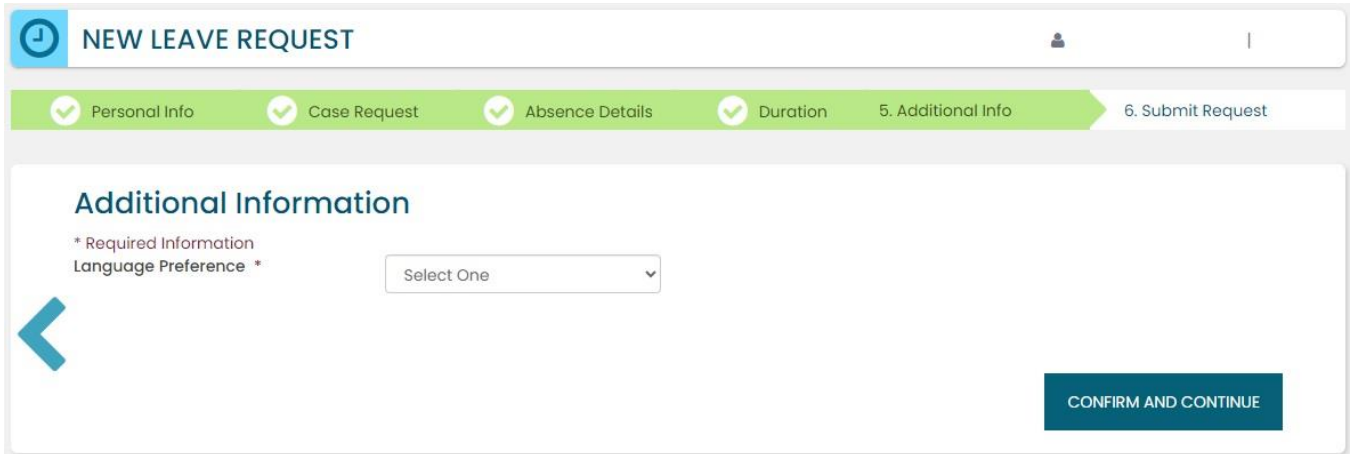


The screenshot shows the 'NEW LEAVE REQUEST' form with a progress bar at the top. The progress bar has six steps: Personal Info, Case Request, Absence Details, Duration (highlighted in green), Additional Info, and Submit Request. Below the progress bar, the 'Duration of Request' section is titled. It features a text box explaining that the user should select the expected start date and end date for their absence. Below this text box are two input fields: 'Start Date' and 'End Date', both with a placeholder 'MM/DD/YYYY'. At the bottom right, there is a 'CONFIRM AND CONTINUE' button, highlighted with a black border.

## Additional Information

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

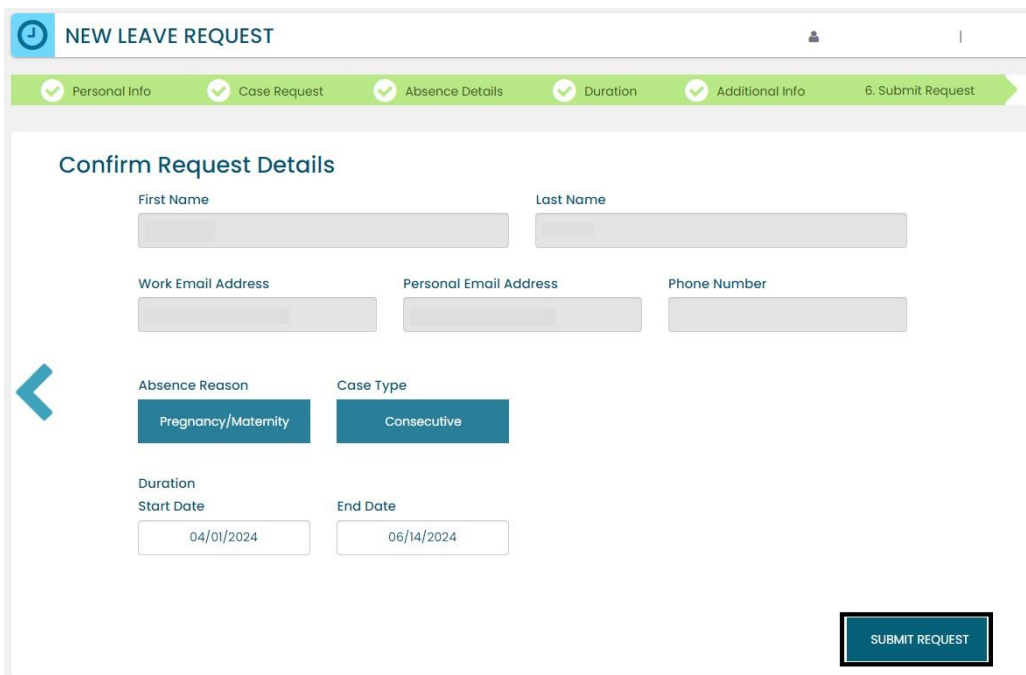
**NOTE:** this information is for tracking language needs. At this time, the ESS portal only supports English.



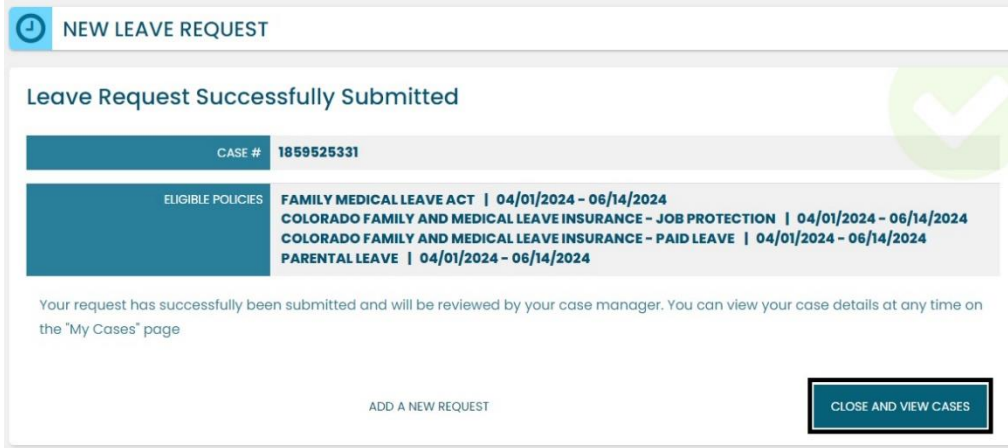
2. **Complete** the additional questions and acknowledgements on the *Additional Information* page.
  - a. **Read** the *Colorado Family and Medical Leave Insurance Program (FAMLI): Important Considerations* section of the user guide if you need additional information before deciding if you will opt-in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



**NEW LEAVE REQUEST**

Leave Request Successfully Submitted

CASE # 1859525331

ELIGIBLE POLICIES

- FAMILY MEDICAL LEAVE ACT | 04/01/2024 - 06/14/2024
- COLORADO FAMILY AND MEDICAL LEAVE INSURANCE - JOB PROTECTION | 04/01/2024 - 06/14/2024
- COLORADO FAMILY AND MEDICAL LEAVE INSURANCE - PAID LEAVE | 04/01/2024 - 06/14/2024
- PARENTAL LEAVE | 04/01/2024 - 06/14/2024

Your request has successfully been submitted and will be reviewed by your case manager. You can view your case details at any time on the "My Cases" page

ADD A NEW REQUEST

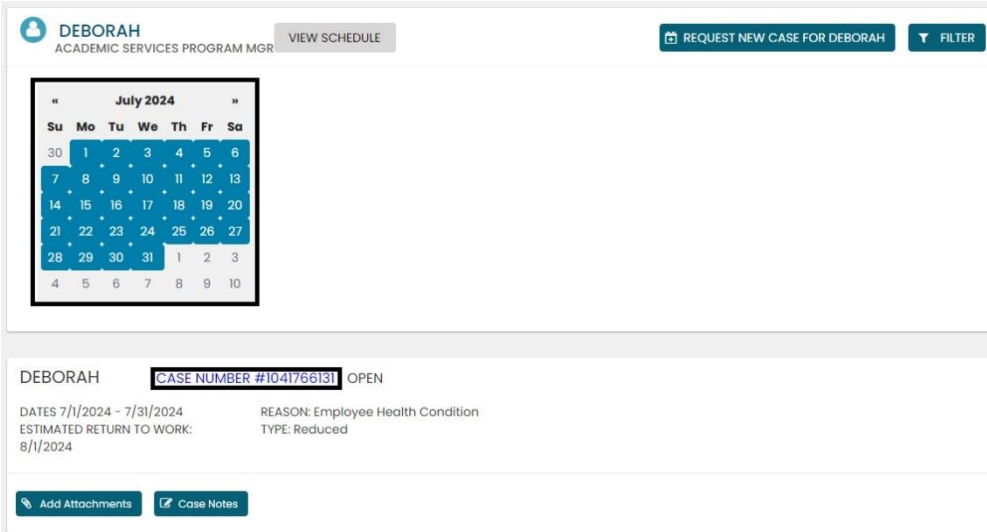
CLOSE AND VIEW CASES

**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.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

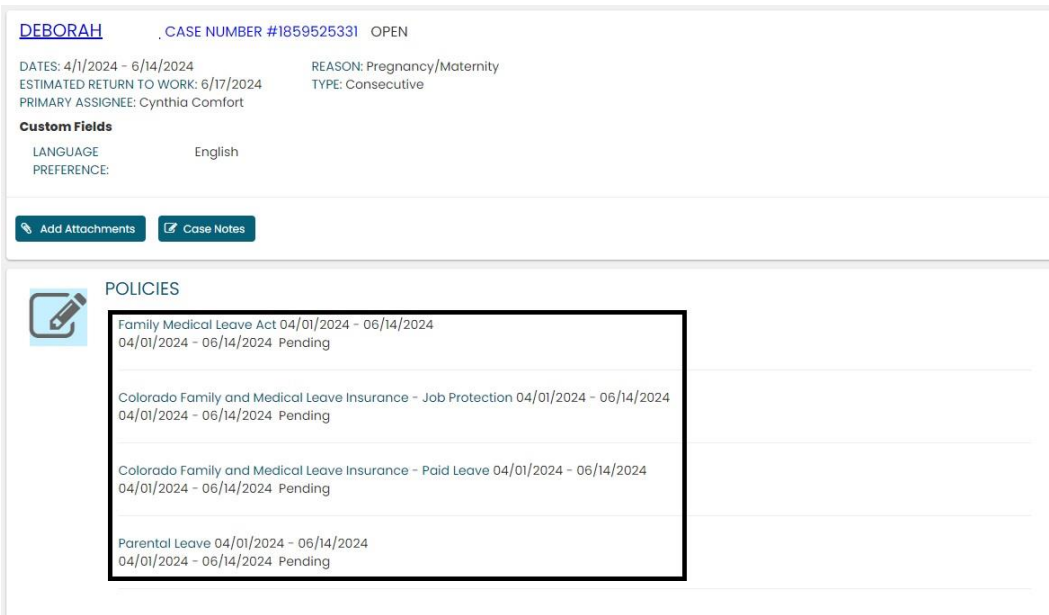
REQUEST NEW CASE FOR DEBORAH FILTER

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

DEBORAH **CASE NUMBER #1041766131** OPEN  
 DATES 7/1/2024 - 7/31/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 8/1/2024 TYPE: Reduced  
 Add Attachments Case Notes

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.



DEBORAH **CASE NUMBER #1859525331** OPEN  
 DATES 4/1/2024 - 6/14/2024 REASON: Pregnancy/Maternity  
 ESTIMATED RETURN TO WORK: 6/17/2024 TYPE: Consecutive  
 PRIMARY ASSIGNEE: Cynthia Comfort  
**Custom Fields**  
 LANGUAGE: English  
 PREFERENCE:

Add Attachments Case Notes

POLICIES

Family Medical Leave Act 04/01/2024 - 06/14/2024 04/01/2024 - 06/14/2024 Pending
Colorado Family and Medical Leave Insurance - Job Protection 04/01/2024 - 06/14/2024 04/01/2024 - 06/14/2024 Pending
Colorado Family and Medical Leave Insurance - Paid Leave 04/01/2024 - 06/14/2024 04/01/2024 - 06/14/2024 Pending
Parental Leave 04/01/2024 - 06/14/2024 04/01/2024 - 06/14/2024 Pending

## Approved Consecutive Leave Case

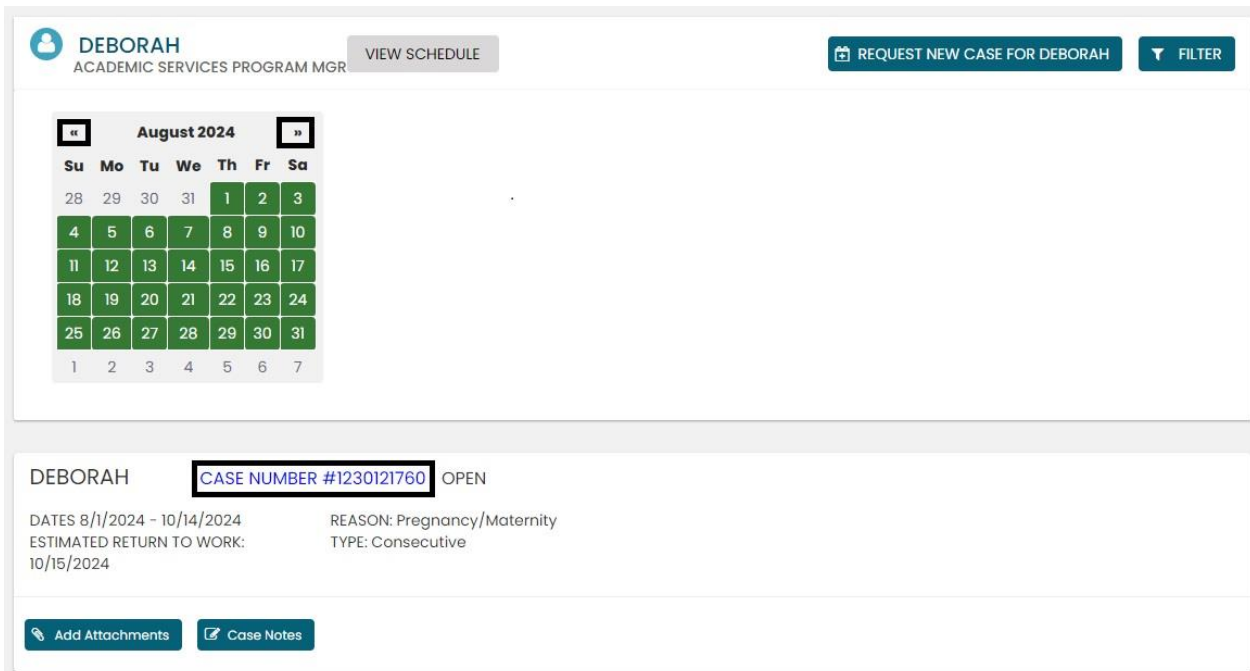
Once your consecutive leave case is approved, its status will update in ESS, and you will receive an approval email from your Case Manager.

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.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

REQUEST NEW CASE FOR DEBORAH FILTER

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

DEBORAH **CASE NUMBER #1230121760** OPEN

DATES 8/1/2024 - 10/14/2024  
 ESTIMATED RETURN TO WORK: 10/15/2024

REASON: Pregnancy/Maternity  
 TYPE: Consecutive

Add Attachments Case Notes

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

**ALEXANDRA**      CASE NUMBER #1953630582    OPEN

DATES: 4/9/2024 – 9/9/2024      REASON: Pregnancy/Maternity  
 ESTIMATED RETURN TO WORK: 9/10/2024      TYPE: Consecutive  
 PRIMARY ASSIGNEE: Cynthia


**Custom Fields**

LANGUAGE                      English  
 PREFERENCE:

Add Attachments
Case Notes

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**POLICIES**


 Family Medical Leave Act 04/09/2024 – 09/09/2024  
 04/09/2024 – 07/01/2024 Approved  
 07/02/2024 – 09/09/2024 Denied : Exhausted

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Colorado Family and Medical Leave Insurance - Job Protection 04/09/2024 – 09/09/2024  
 04/09/2024 – 07/01/2024 Approved  
 07/02/2024 – 09/09/2024 Denied : Exhausted

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Colorado Family and Medical Leave Insurance - Paid Leave 04/09/2024 – 09/09/2024  
 04/09/2024 – 07/01/2024 Approved  
 07/02/2024 – 09/09/2024 Denied : Exhausted

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Parental Leave 04/09/2024 – 09/09/2024  
 04/09/2024 – 07/01/2024 Approved  
 07/02/2024 – 09/09/2024 Pending

## 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](mailto:leave@cu.edu).
- You are required to report your FAMLII 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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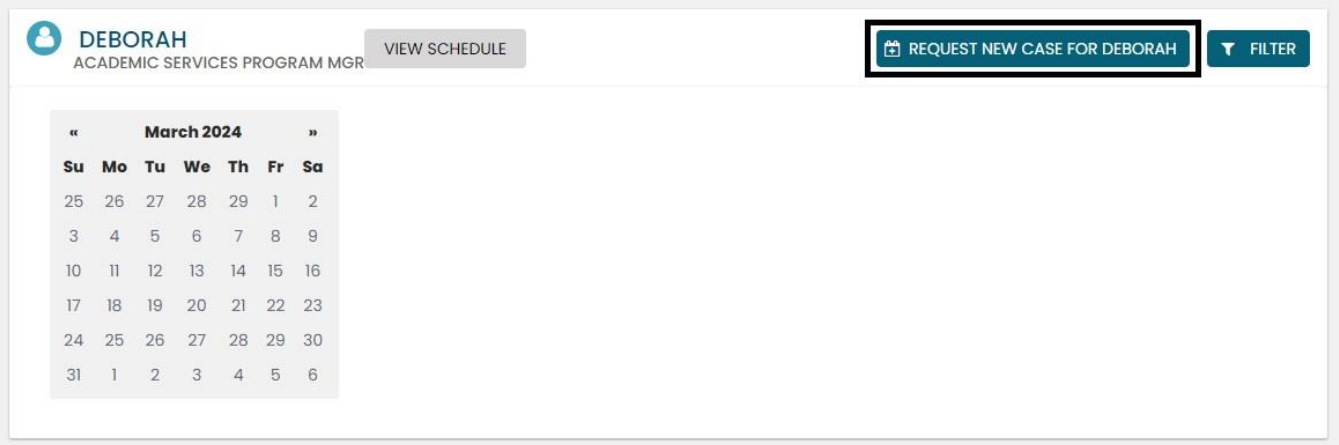
[Resources](#)

## Apply For and Manage Your Intermittent Leave of Absence

**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*.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

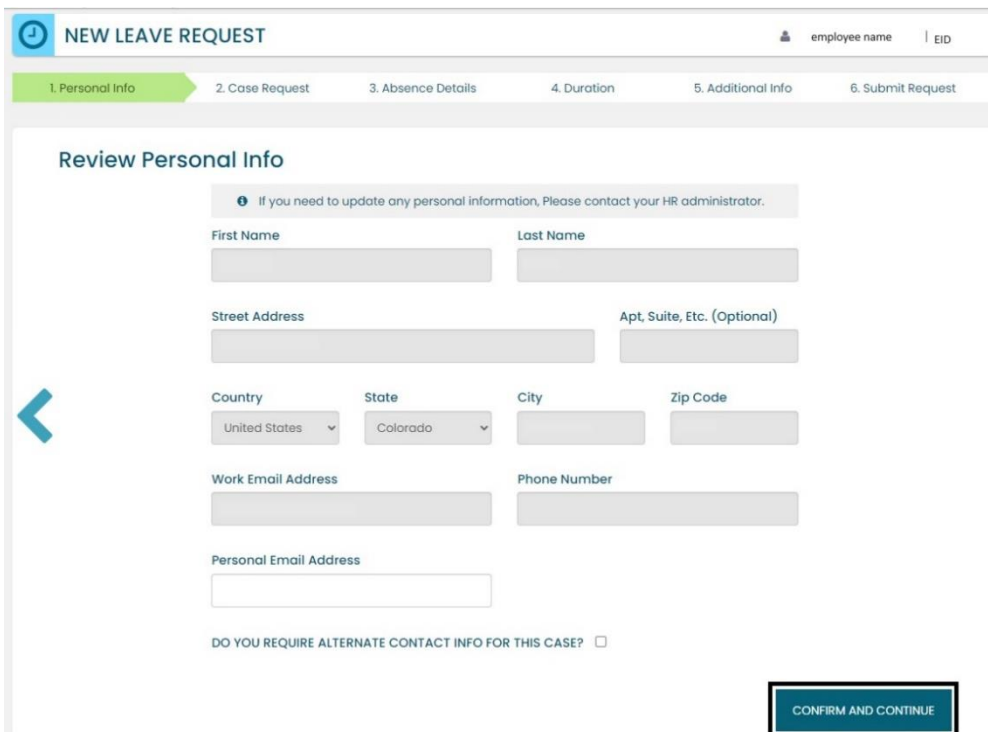
VIEW SCHEDULE

REQUEST NEW CASE FOR DEBORAH FILTER

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### 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.



NEW LEAVE REQUEST

employee name | EID

1. Personal Info 2. Case Request 3. Absence Details 4. Duration 5. Additional Info 6. Submit Request

Review Personal Info

If you need to update any personal information, Please contact your HR administrator.

First Name Last Name

Street Address Apt. Suite, Etc. (Optional)

Country State City Zip Code

United States Colorado

Work Email Address Phone Number

Personal Email Address

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

CONFIRM AND CONTINUE



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


DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

### Enter Alternate Contact Info

This information applies to this case only


Personal Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="Select a Countr"/>	<input type="text" value="Select a State"/>	<input type="text"/>	<input type="text"/>

3. **Select Confirm and Continue.**

 **NEW LEAVE REQUEST**
employee name | EID

1. Personal Info
2. Case Request
3. Absence Details
4. Duration
5. Additional Info
6. Submit Request

### Review Personal Info

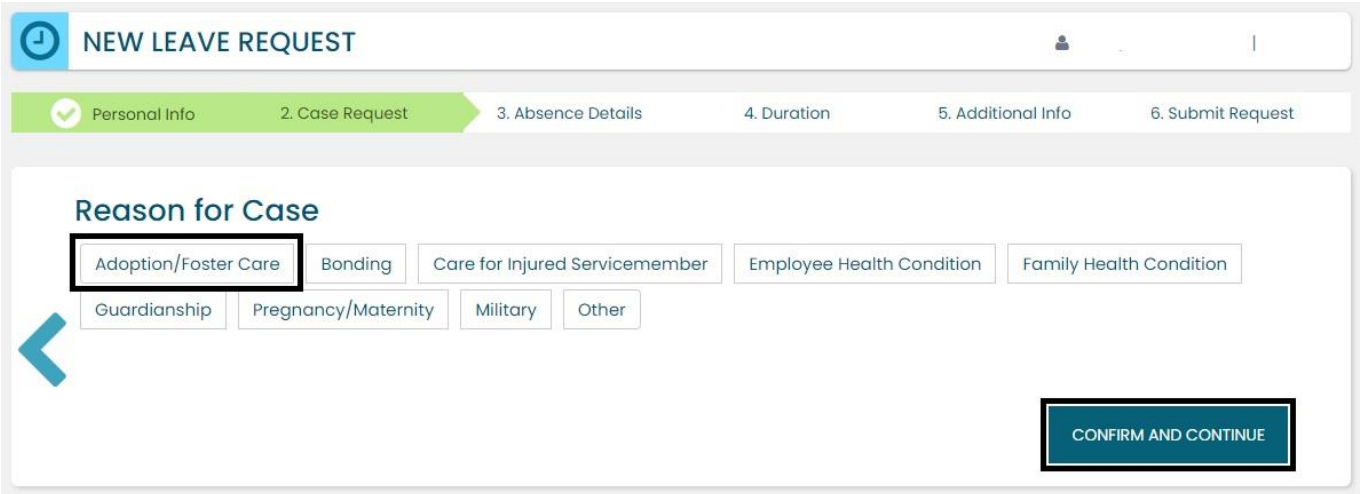
 If you need to update any personal information, Please contact your HR administrator.

First Name	Last Name		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="United States"/>	<input type="text" value="Colorado"/>	<input type="text"/>	<input type="text"/>
Work Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Personal Email Address			
<input type="text"/>			
DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE? <input type="checkbox"/>			

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.

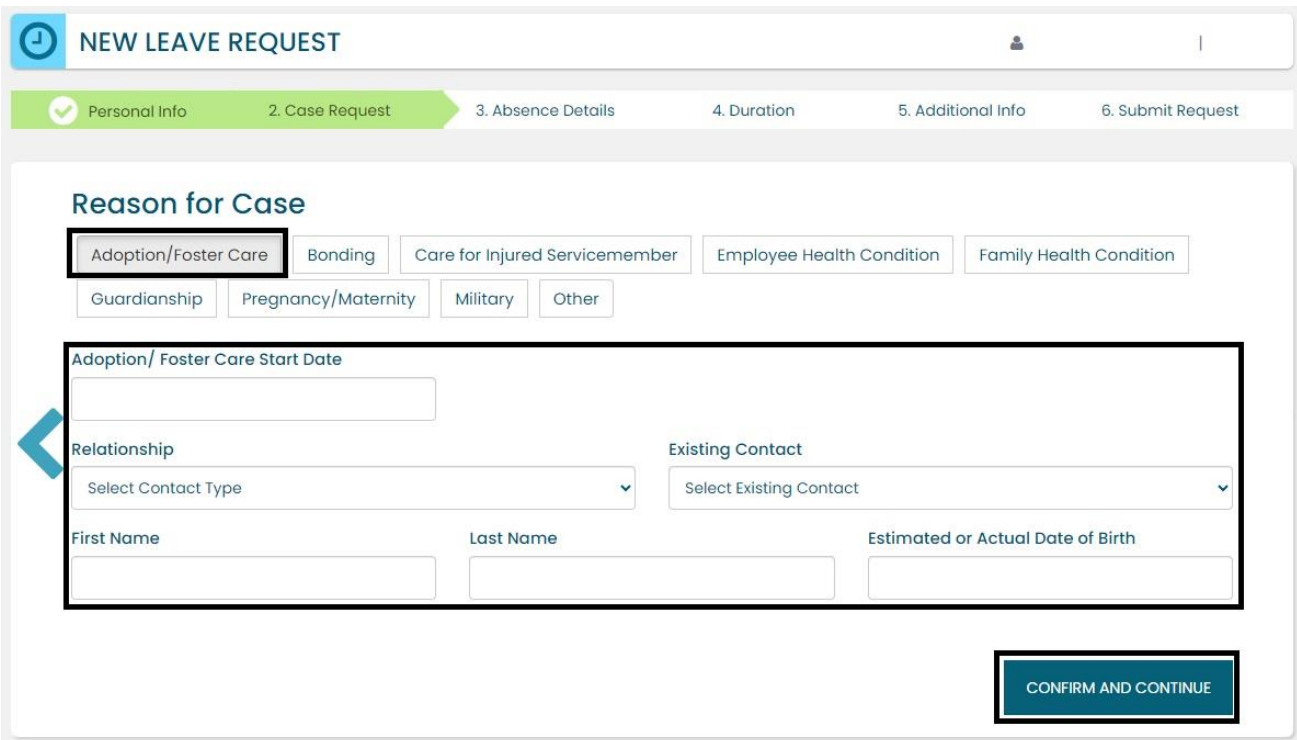


**NEW LEAVE REQUEST**

1. Personal Info   2. Case Request   3. Absence Details   4. Duration   5. Additional Info   6. Submit Request

**Reason for Case**

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



**NEW LEAVE REQUEST**

1. Personal Info   2. Case Request   3. Absence Details   4. Duration   5. Additional Info   6. Submit Request

**Reason for Case**

Adoption/ Foster Care Start Date

Relationship   Existing Contact

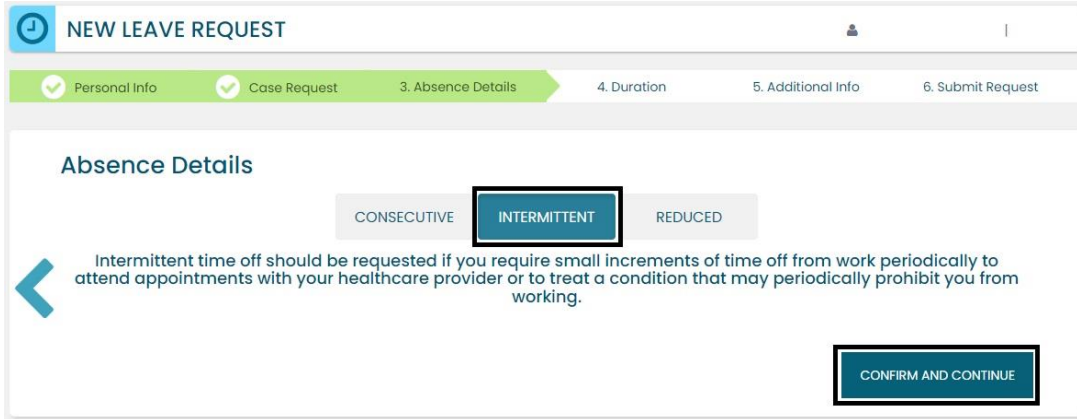
Select Contact Type   Select Existing Contact

First Name   Last Name   Estimated or Actual Date of Birth

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*.



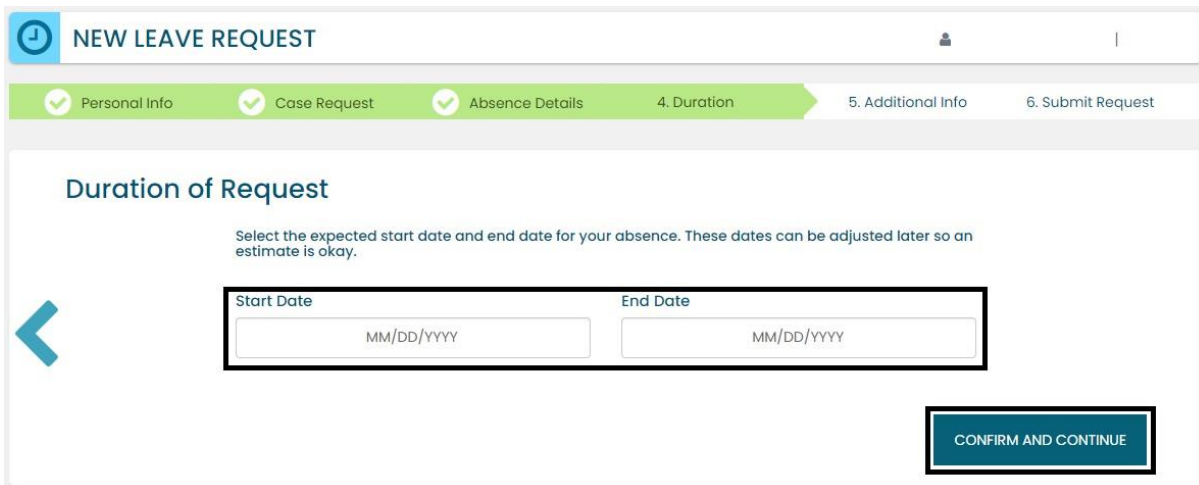
The screenshot shows the 'NEW LEAVE REQUEST' interface. At the top, there is a progress bar with six steps: Personal Info, Case Request, Absence Details (highlighted in green), Duration, Additional Info, and Submit Request. Below the progress bar, the 'Absence Details' section is displayed. It features three buttons: 'CONSECUTIVE', 'INTERMITTENT' (which is highlighted with a black border), and 'REDUCED'. Below these buttons, there is a blue arrow pointing left and a text box that reads: 'Intermittent time off 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.' At the bottom right of the section, there is a blue button labeled '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*.

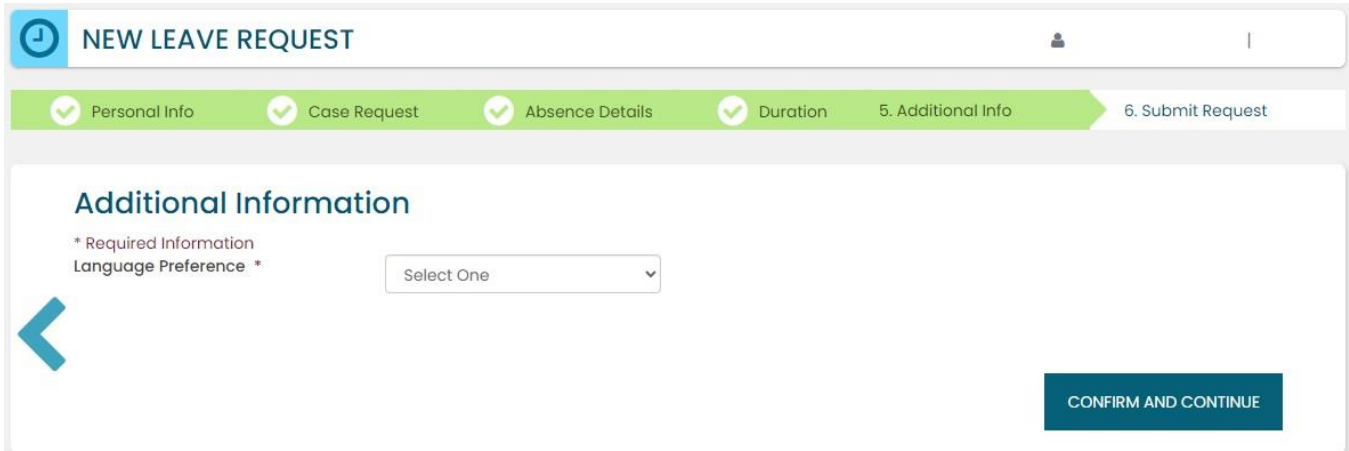


The screenshot shows the 'NEW LEAVE REQUEST' interface. At the top, there is a progress bar with six steps: Personal Info, Case Request, Absence Details, Duration (highlighted in green), Additional Info, and Submit Request. Below the progress bar, the 'Duration of Request' section is displayed. It features a blue arrow pointing left and a text box that reads: 'Select the expected start date and end date for your absence. These dates can be adjusted later so an estimate is okay.' Below this text, there are two input fields: 'Start Date' and 'End Date', both with a placeholder 'MM/DD/YYYY'. At the bottom right of the section, there is a blue button labeled '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.



NEW LEAVE REQUEST

Personal Info Case Request Absence Details Duration 5. Additional Info 6. Submit Request

### Additional Information

\* Required Information

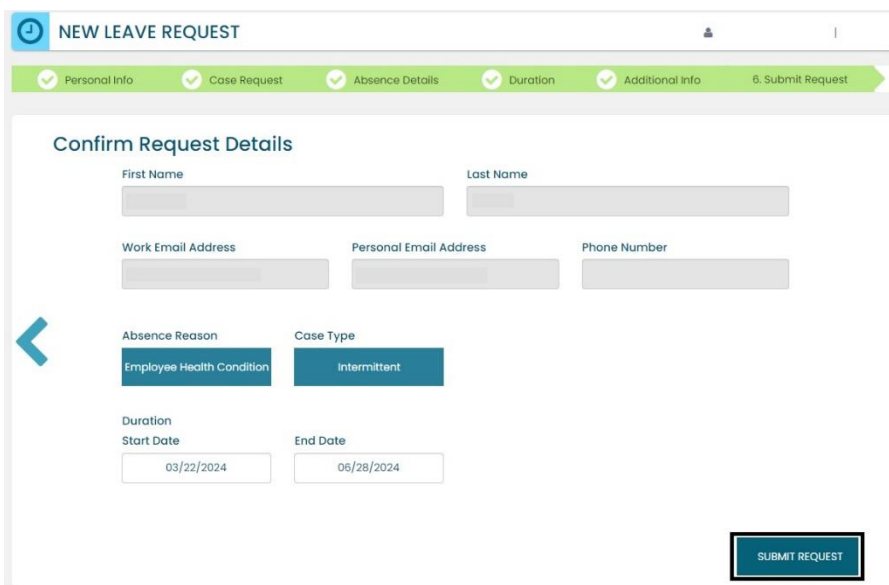
Language Preference \*

CONFIRM AND CONTINUE

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*.



NEW LEAVE REQUEST

Personal Info Case Request Absence Details Duration 5. Additional Info 6. Submit Request

### Confirm Request Details

First Name  Last Name

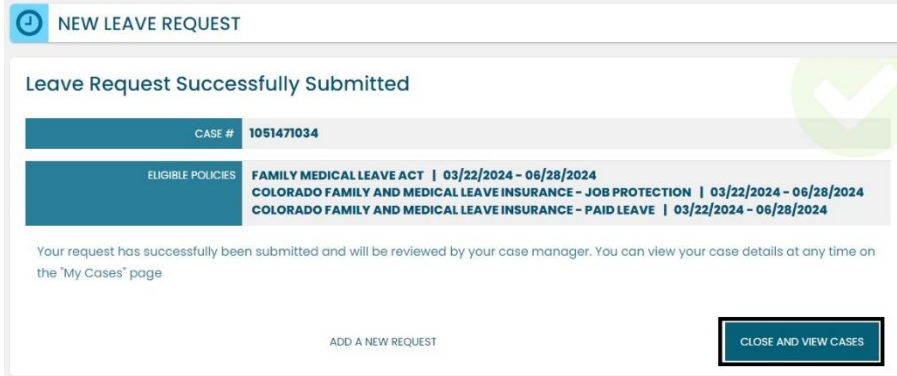
Work Email Address  Personal Email Address  Phone Number

Absence Reason  Case Type

Duration Start Date  End Date

SUBMIT REQUEST

3. **Review** the following information on the *Confirmation* screen:
  - Case Number
  - Eligible Policies
4. **Select *Close and View Cases***.



**NEW LEAVE REQUEST**

Leave Request Successfully Submitted

CASE #	1051471034
ELIGIBLE POLICIES	FAMILY MEDICAL LEAVE ACT   03/22/2024 - 06/28/2024 COLORADO FAMILY AND MEDICAL LEAVE INSURANCE - JOB PROTECTION   03/22/2024 - 06/28/2024 COLORADO FAMILY AND MEDICAL LEAVE INSURANCE - PAID LEAVE   03/22/2024 - 06/28/2024

Your request has successfully been submitted and will be reviewed by your case manager. You can view your case details at any time on the "My Cases" page

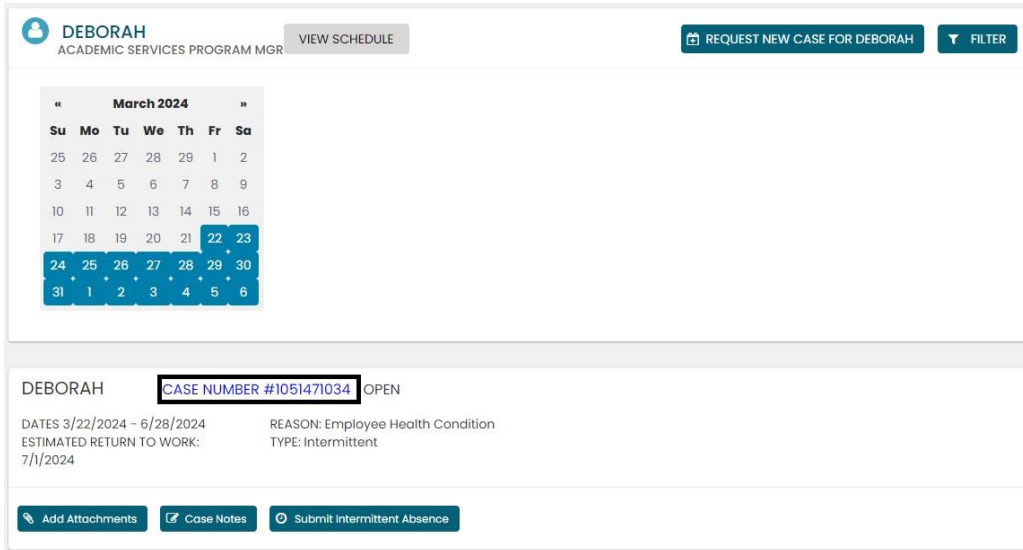
ADD A NEW REQUEST **CLOSE AND VIEW CASES**

**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.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

REQUEST NEW CASE FOR DEBORAH FILTER

« March 2024 »

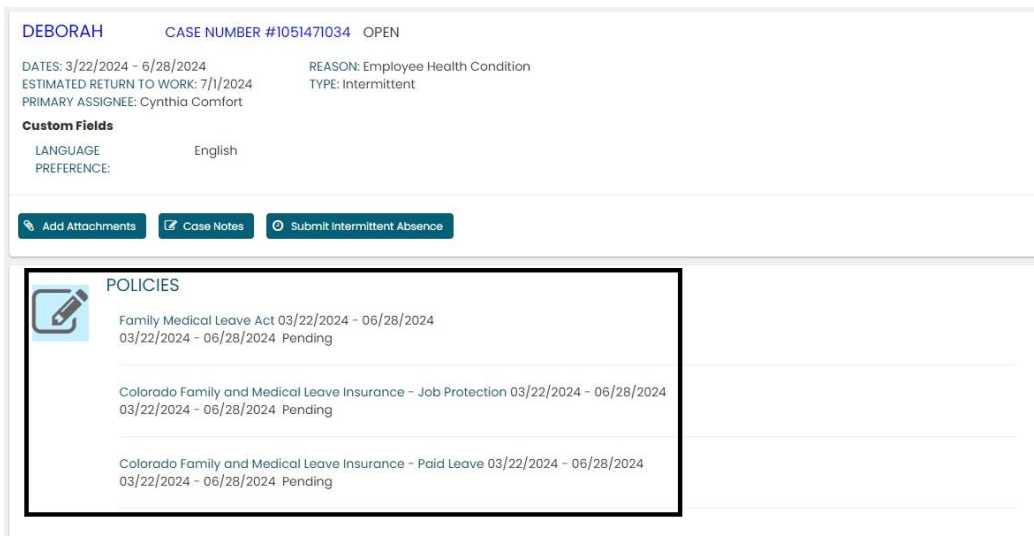
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DEBORAH **CASE NUMBER #1051471034** OPEN

DATES: 3/22/2024 - 6/28/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 7/1/2024 TYPE: Intermittent

Add Attachments Case Notes Submit Intermittent Absence

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.




DEBORAH **CASE NUMBER #1051471034** OPEN

DATES: 3/22/2024 - 6/28/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 7/1/2024 TYPE: Intermittent  
 PRIMARY ASSIGNEE: Cynthia Comfort

**Custom Fields**  
 LANGUAGE: English  
 PREFERENCE:

Add Attachments Case Notes Submit Intermittent Absence

**POLICIES**

- 
 Family Medical Leave Act 03/22/2024 - 06/28/2024  
 03/22/2024 - 06/28/2024 Pending
- Colorado Family and Medical Leave Insurance - Job Protection 03/22/2024 - 06/28/2024  
 03/22/2024 - 06/28/2024 Pending
- Colorado Family and Medical Leave Insurance - Paid Leave 03/22/2024 - 06/28/2024  
 03/22/2024 - 06/28/2024 Pending

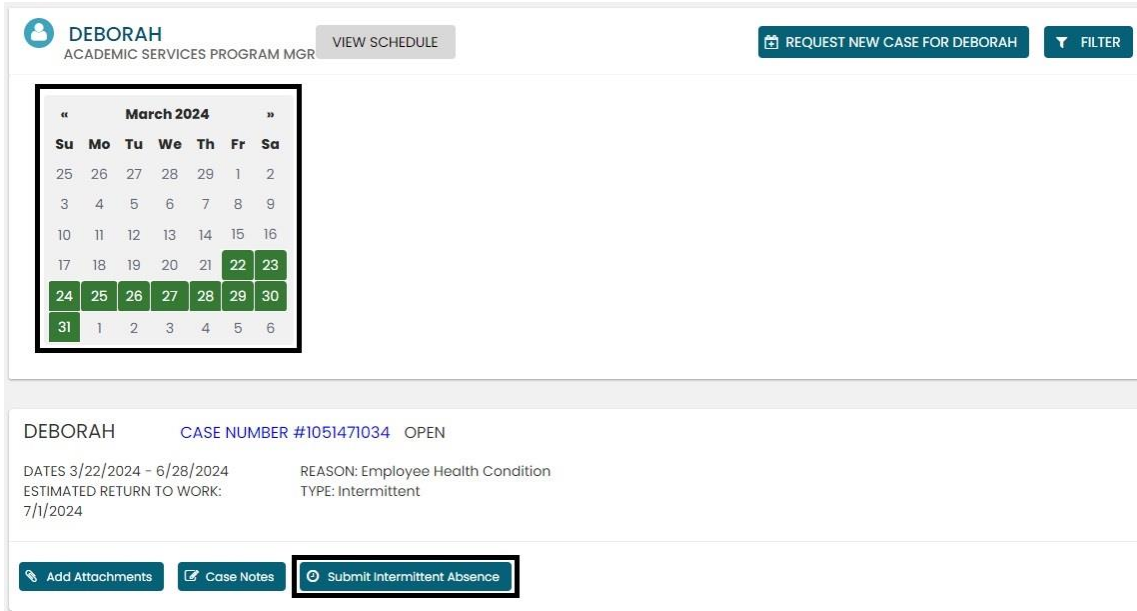
## Approved Intermittent Leave Case

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.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

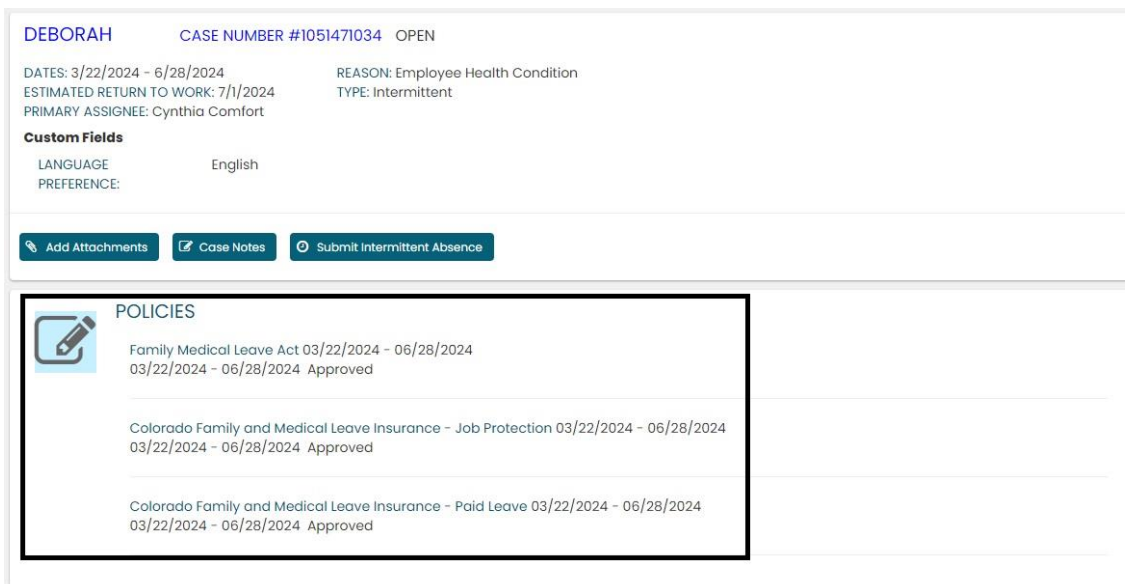
REQUEST NEW CASE FOR DEBORAH FILTER

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DEBORAH CASE NUMBER #1051471034 OPEN  
 DATES 3/22/2024 - 6/28/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 7/1/2024 TYPE: Intermittent

Add Attachments Case Notes **Submit Intermittent Absence**

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.



DEBORAH CASE NUMBER #1051471034 OPEN  
 DATES: 3/22/2024 - 6/28/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 7/1/2024 TYPE: Intermittent  
 PRIMARY ASSIGNEE: Cynthia Comfort

**Custom Fields**

LANGUAGE: English

PREFERENCE:

Add Attachments Case Notes Submit Intermittent Absence

**POLICIES**

- Family Medical Leave Act 03/22/2024 - 06/28/2024  
03/22/2024 - 06/28/2024 Approved
- Colorado Family and Medical Leave Insurance - Job Protection 03/22/2024 - 06/28/2024  
03/22/2024 - 06/28/2024 Approved
- Colorado Family and Medical Leave Insurance - Paid Leave 03/22/2024 - 06/28/2024  
03/22/2024 - 06/28/2024 Approved

## Leave Reporting Instructions

While on intermittent leave, you are required to submit leave on a monthly basis using the self-service portal to help ensure accurate tracking and pay. If you are unable to do so, your supervisor/manager or HR contact can do so on your behalf.

### 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.

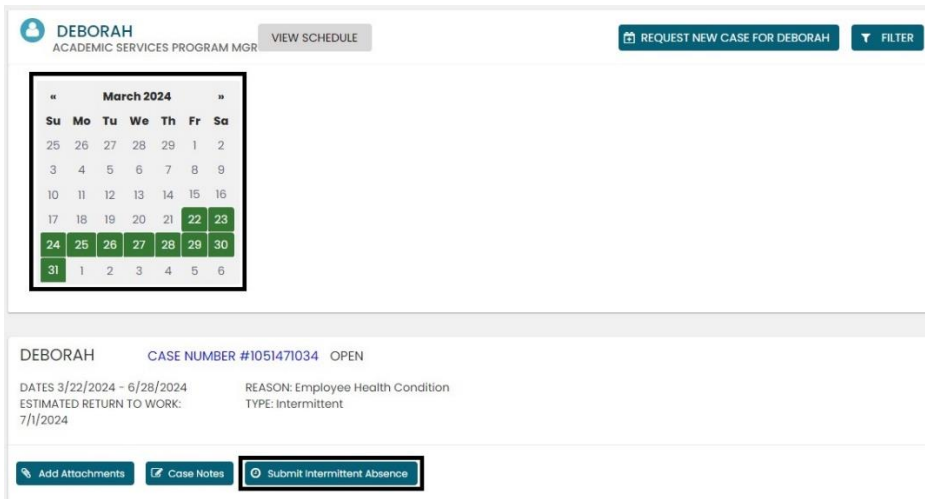
### Leave Reporting

- 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 5<sup>th</sup> 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 5<sup>th</sup>.

- If employees do not provide leave reporting information by the 5<sup>th</sup> 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.

- Select the *Submit Intermittent Absence* button.



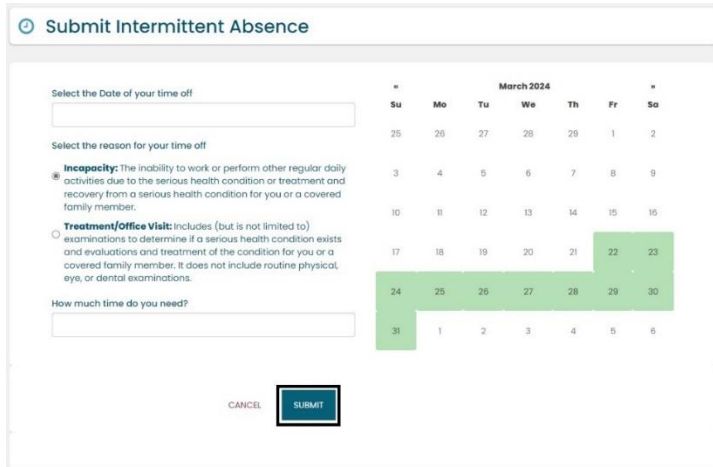
The screenshot shows the ESS portal interface for a user named DEBORAH. At the top, there are buttons for 'REQUEST NEW CASE FOR DEBORAH' and 'FILTER'. Below this is a calendar for March 2024. The calendar shows dates from 25 to 31, with the 22nd and 23rd highlighted in green. Below the calendar, there is a case summary for DEBORAH with case number #1051471034, which is OPEN. The dates are 3/22/2024 - 6/28/2024, and the reason is 'Employee Health Condition'. The estimated return to work is 7/1/2024, and the type is 'Intermittent'. At the bottom, there are three buttons: 'Add Attachments', 'Case Notes', and 'Submit Intermittent Absence', with the last one highlighted in a dark blue box.

- Select the date on the calendar you are entering leave usage for. This will auto populate the date box.
- Select the reason for your time off. **NOTE:** Employees on intermittent parental leave should choose *Incapacity* since there is no bonding leave option.
- Enter the amount of leave being requested for that date in hours and minutes.



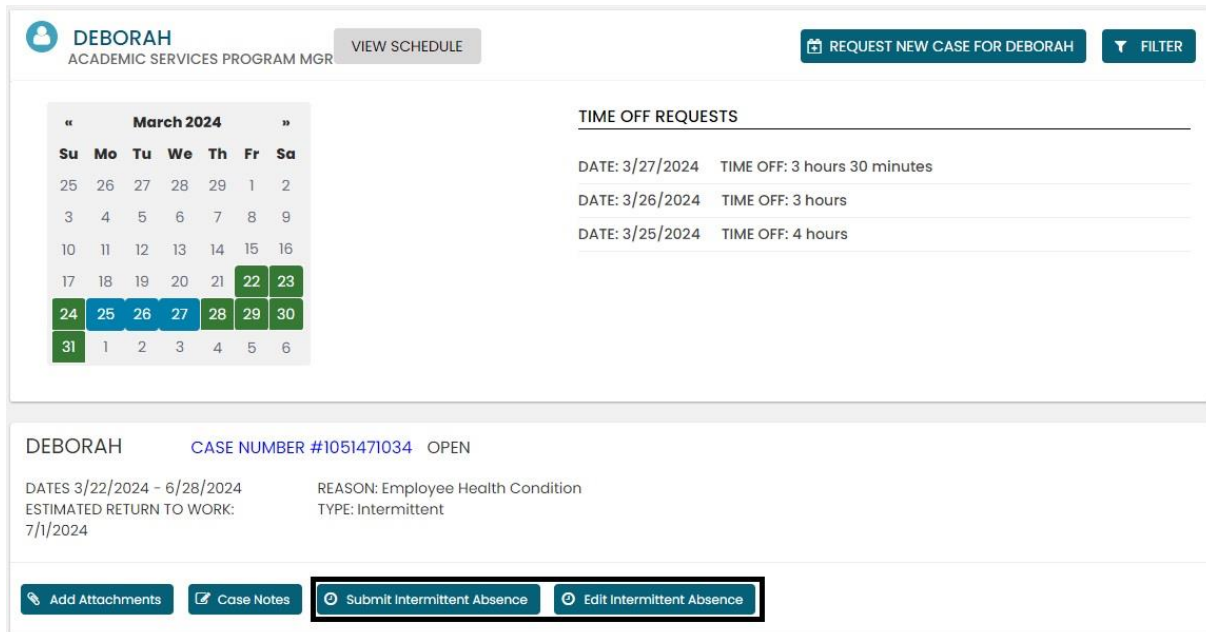
**Example: 4h 0m or 2h 30m**

**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](#)

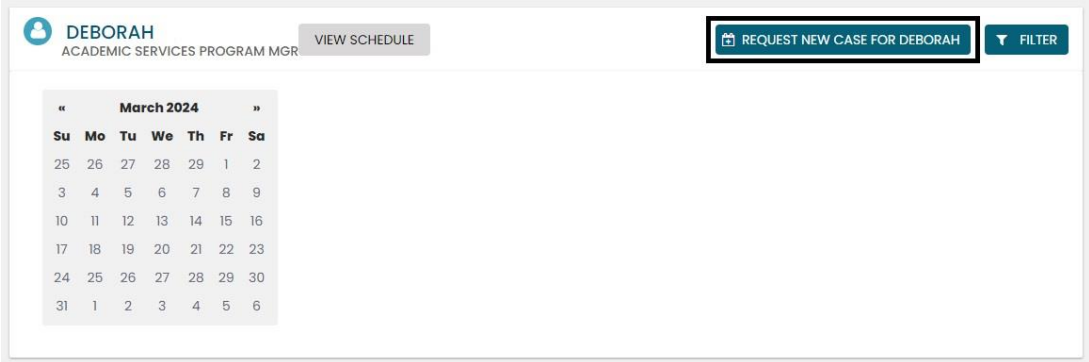
[Resources](#)

## 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*.**



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

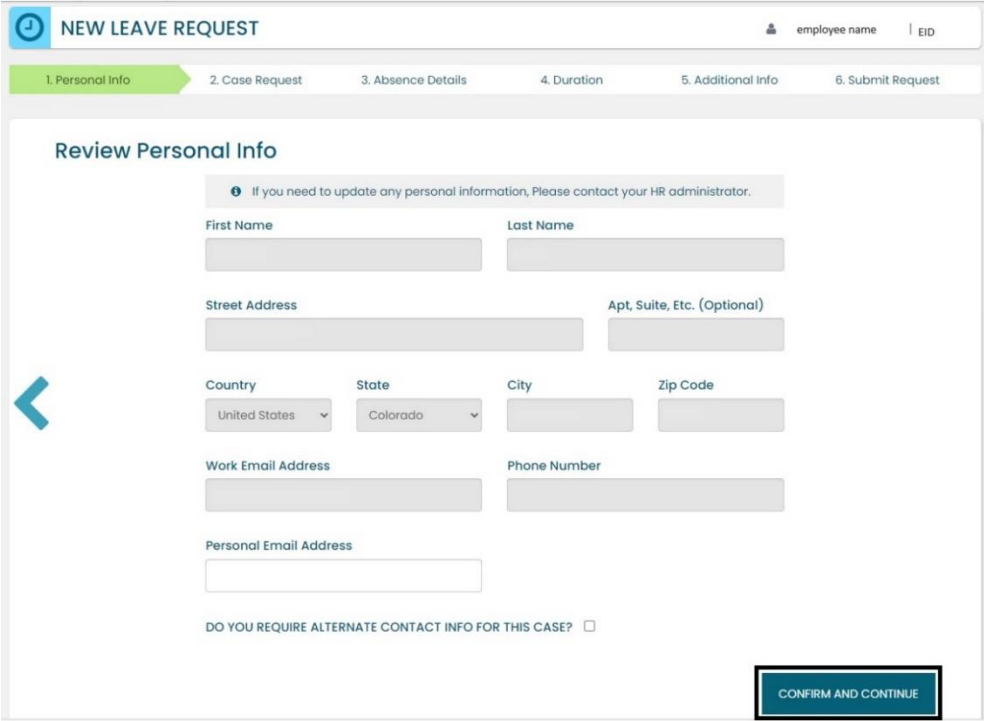
REQUEST NEW CASE FOR DEBORAH

FILTER

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### 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.



NEW LEAVE REQUEST

employee name | EID

1. Personal Info | 2. Case Request | 3. Absence Details | 4. Duration | 5. Additional Info | 6. Submit Request

Review Personal Info

If you need to update any personal information, Please contact your HR administrator.

First Name: [Text Field] Last Name: [Text Field]

Street Address: [Text Field] Apt, Suite, Etc. (Optional): [Text Field]

Country: [Dropdown: United States] State: [Dropdown: Colorado] City: [Text Field] Zip Code: [Text Field]

Work Email Address: [Text Field] Phone Number: [Text Field]

Personal Email Address: [Text Field]

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

CONFIRM AND CONTINUE

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


DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

### Enter Alternate Contact Info

This information applies to this case only


Personal Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="Select a Countr"/>	<input type="text" value="Select a State"/>	<input type="text"/>	<input type="text"/>

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

 **NEW LEAVE REQUEST**
employee name | EID

1. Personal Info
2. Case Request
3. Absence Details
4. Duration
5. Additional Info
6. Submit Request

### Review Personal Info

 If you need to update any personal information, Please contact your HR administrator.

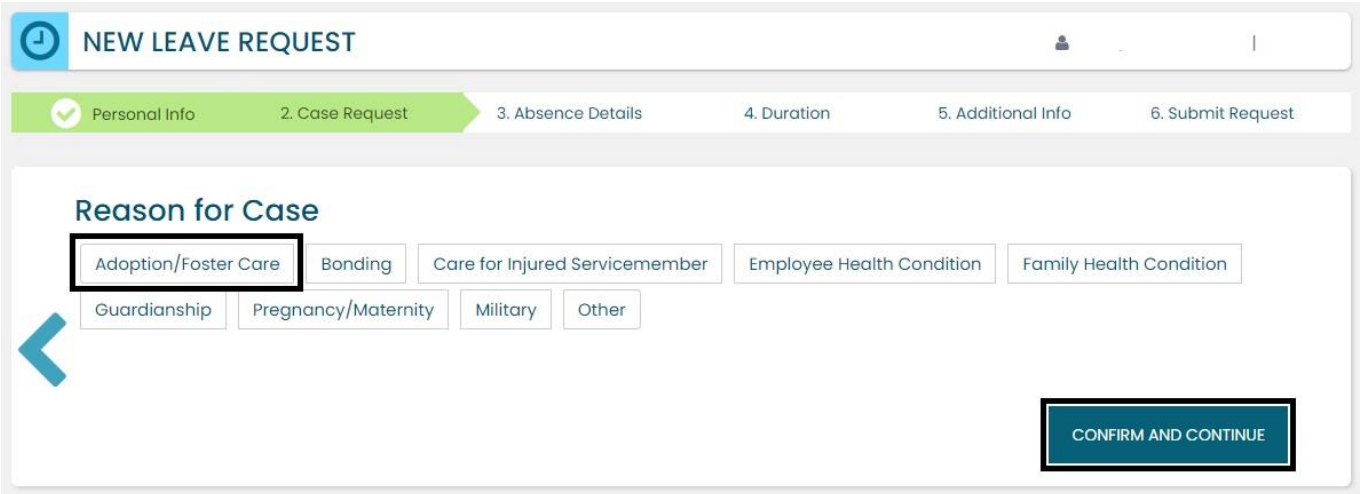
First Name	Last Name		
<input type="text"/>	<input type="text"/>		
Street Address	Apt, Suite, Etc. (Optional)		
<input type="text"/>	<input type="text"/>		
Country	State	City	Zip Code
<input type="text" value="United States"/>	<input type="text" value="Colorado"/>	<input type="text"/>	<input type="text"/>
Work Email Address	Phone Number		
<input type="text"/>	<input type="text"/>		
Personal Email Address			
<input type="text"/>			

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

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.

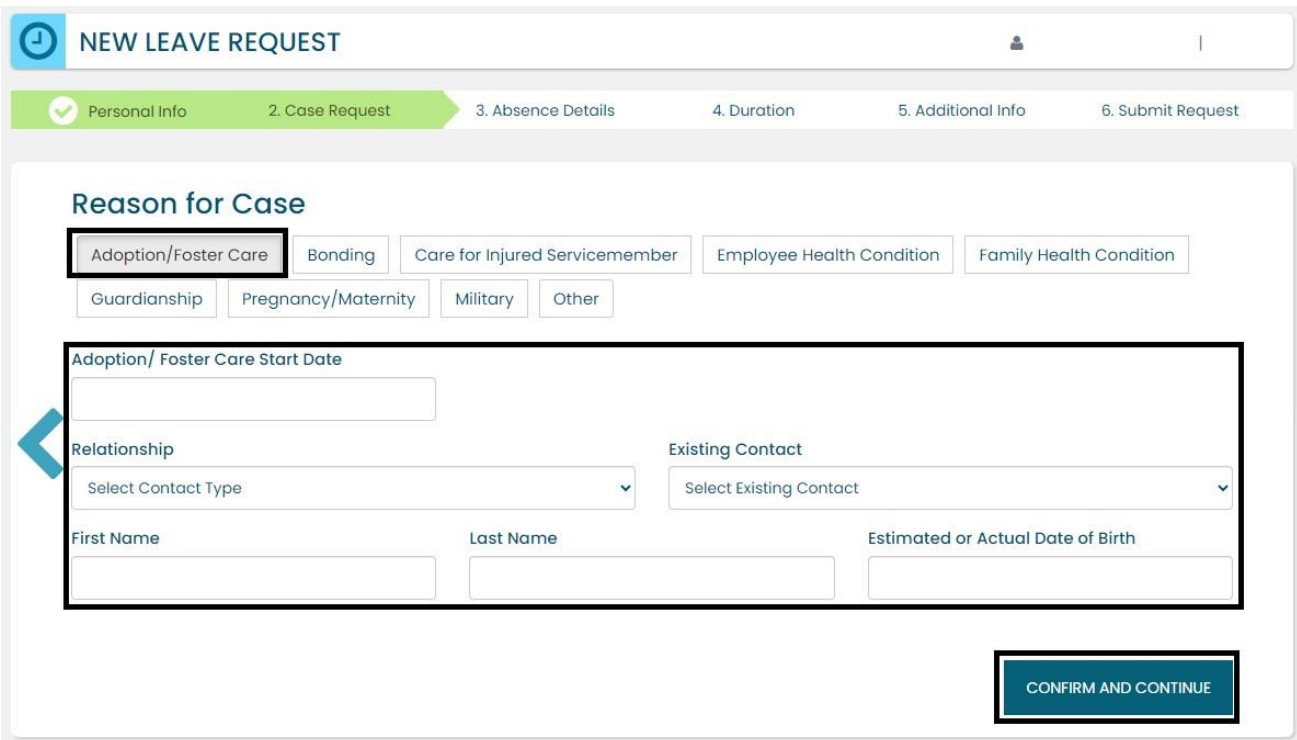


**NEW LEAVE REQUEST**

1. Personal Info   2. Case Request   3. Absence Details   4. Duration   5. Additional Info   6. Submit Request

**Reason for Case**

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



**NEW LEAVE REQUEST**

1. Personal Info   2. Case Request   3. Absence Details   4. Duration   5. Additional Info   6. Submit Request

**Reason for Case**

Adoption/ Foster Care Start Date

Relationship   Existing Contact

Select Contact Type   Select Existing Contact

First Name   Last Name   Estimated or Actual Date of Birth

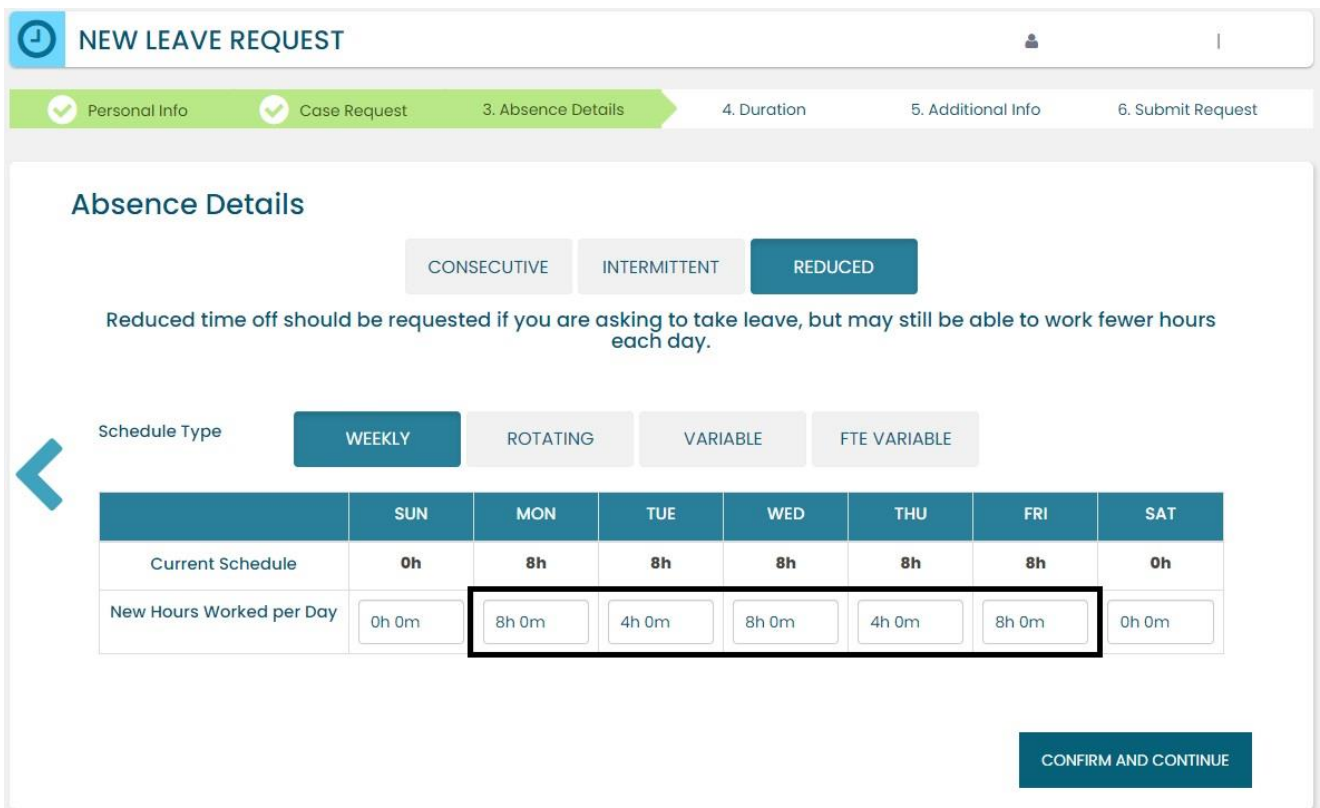
3. **Select** *Confirm and Continue*.

## 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:



**NEW LEAVE REQUEST**

Personal Info  
  Case Request  
 **3. Absence Details**  
 4. Duration  
 5. Additional Info  
 6. Submit Request

### Absence Details

Reduced time off should be requested if you are asking to take leave, but may still be able to work fewer hours each day.

	SUN	MON	TUE	WED	THU	FRI	SAT
Current Schedule	0h	8h	8h	8h	8h	8h	0h
New Hours Worked per Day	0h 0m	8h 0m	4h 0m	8h 0m	4h 0m	8h 0m	0h 0m

**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.

NEW LEAVE REQUEST

👤 LOWE, DEBORAH ANN | #314003

✔ Personal Info
✔ Case Request
3. Absence Details
4. Duration
5. Additional Info
6. Submit Request

### Absence Details

CONSECUTIVE

INTERMITTENT

REDUCED

Reduced time off should be requested if you are asking to take leave, but may still be able to work fewer hours each day.

Schedule Type

WEEKLY

ROTATING

VARIABLE

FTE VARIABLE

	SUN	MON	TUE	WED	THU	FRI	SAT
Current Schedule	0h	8h	8h	8h	8h	8h	0h

FTE Weekly Duration

FTE TIME PER WEEK

FTE PERCENTAGE

Avg Hours per Week

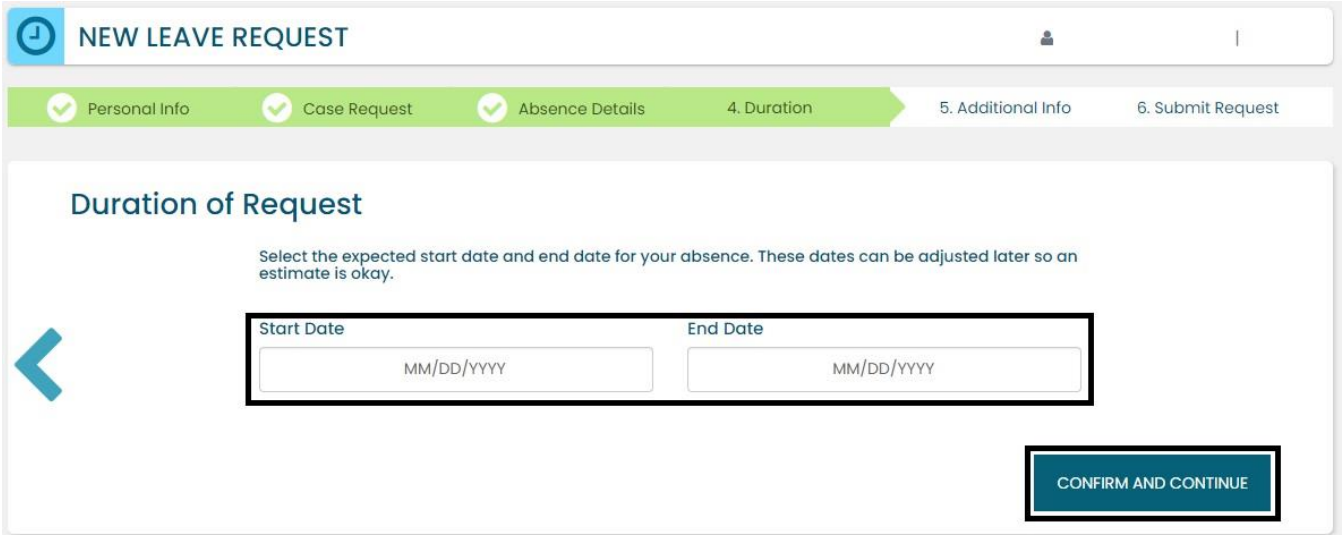
FTE Hours per Week

CONFIRM AND CONTINUE

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*.

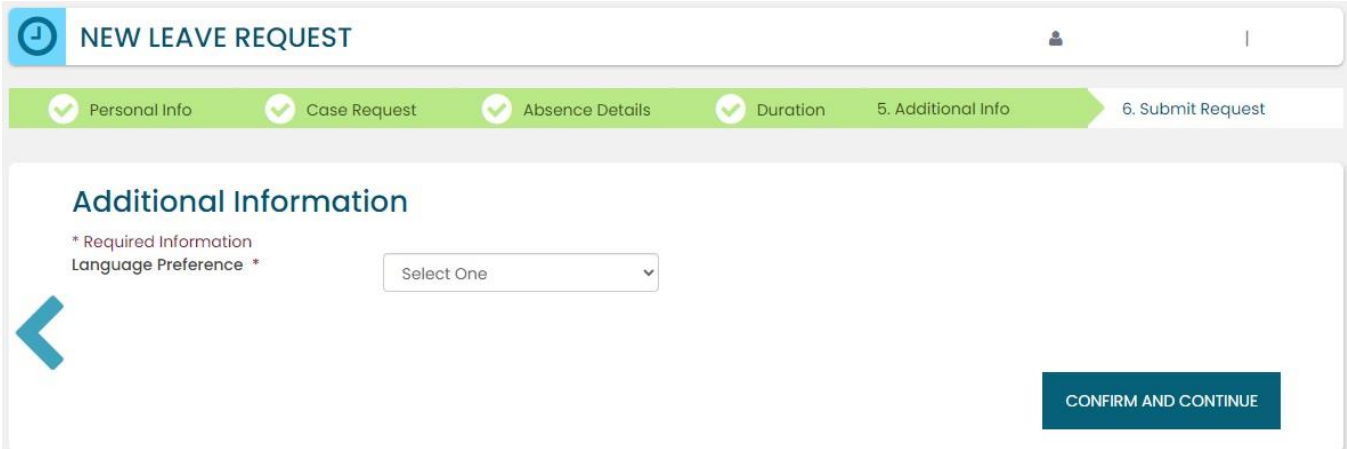


The screenshot shows the 'NEW LEAVE REQUEST' interface. The progress bar indicates that steps 1 through 4 are completed, and step 4, 'Duration', is the current active step. The main content area is titled 'Duration of Request' and contains the instruction: 'Select the expected start date and end date for your absence. These dates can be adjusted later so an estimate is okay.' Below this instruction are two input fields: 'Start Date' and 'End Date', both with a placeholder 'MM/DD/YYYY'. A blue arrow on the left points back to the previous step. A 'CONFIRM AND CONTINUE' button is located at the bottom right of the form.

## 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.



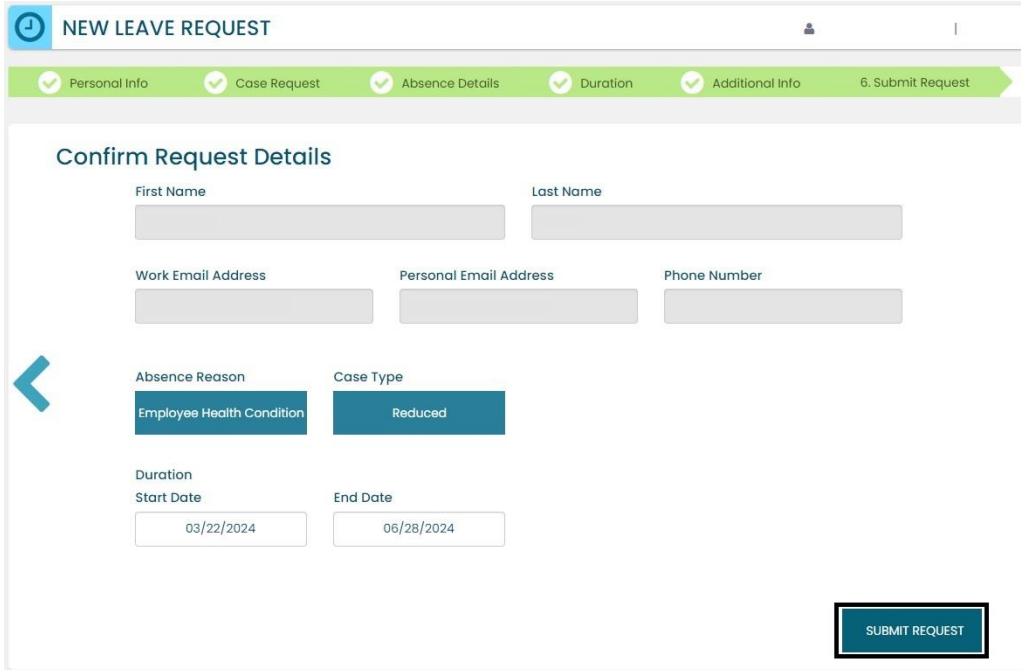
The screenshot shows the 'NEW LEAVE REQUEST' interface. The progress bar indicates that steps 1 through 5 are completed, and step 5, 'Additional Info', is the current active step. The main content area is titled 'Additional Information' and contains the instruction: '\* Required Information Language Preference \*'. Below this instruction is a dropdown menu with the text 'Select One'. A blue arrow on the left points back to the previous step. A 'CONFIRM AND CONTINUE' button is located at the bottom right of the form.

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***.

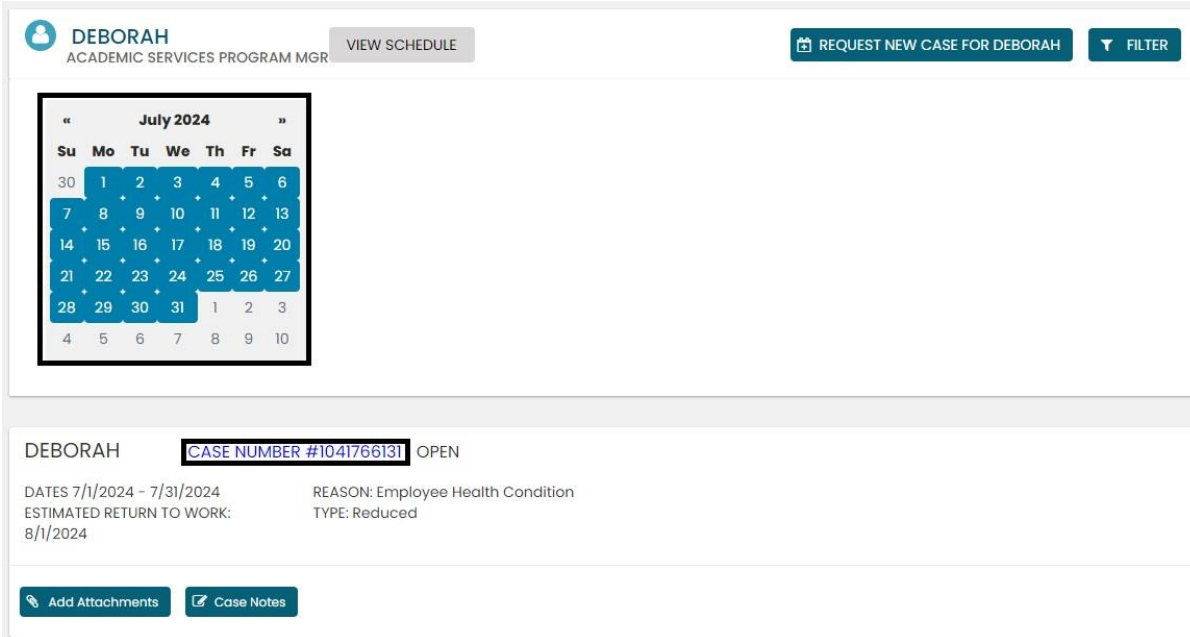


**NOTE:** Confirmation emails are not automatically sent. Your Case Manager will send you a confirmation email with your next steps **within five business days** after you have submitted your request in the ESS portal.

## 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.



**DEBORAH**  
 ACADEMIC SERVICES PROGRAM MGR

[VIEW SCHEDULE](#)
[REQUEST NEW CASE FOR DEBORAH](#)
[FILTER](#)

« July 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

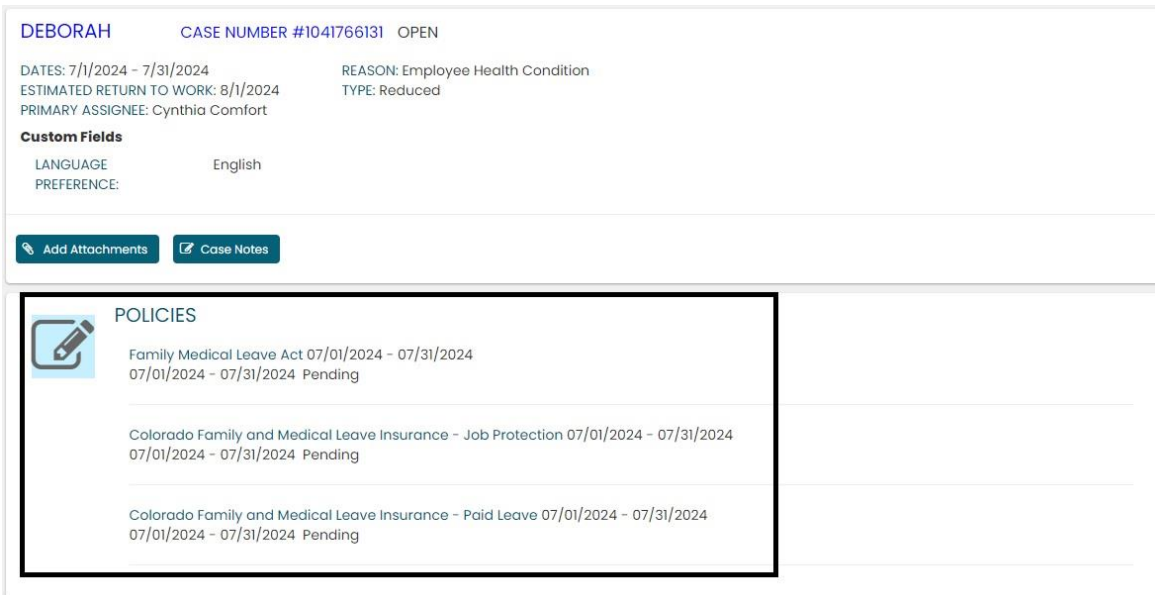
---

**DEBORAH** **CASE NUMBER #1041766131** OPEN

DATES 7/1/2024 - 7/31/2024      REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 8/1/2024      TYPE: Reduced

[Add Attachments](#)   [Case Notes](#)

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.



**DEBORAH**      **CASE NUMBER #1041766131** OPEN


DATES: 7/1/2024 - 7/31/2024      REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 8/1/2024      TYPE: Reduced  
 PRIMARY ASSIGNEE: Cynthia Comfort

**Custom Fields**  
 LANGUAGE: English  
 PREFERENCE:

[Add Attachments](#)   [Case Notes](#)

---

**POLICIES**

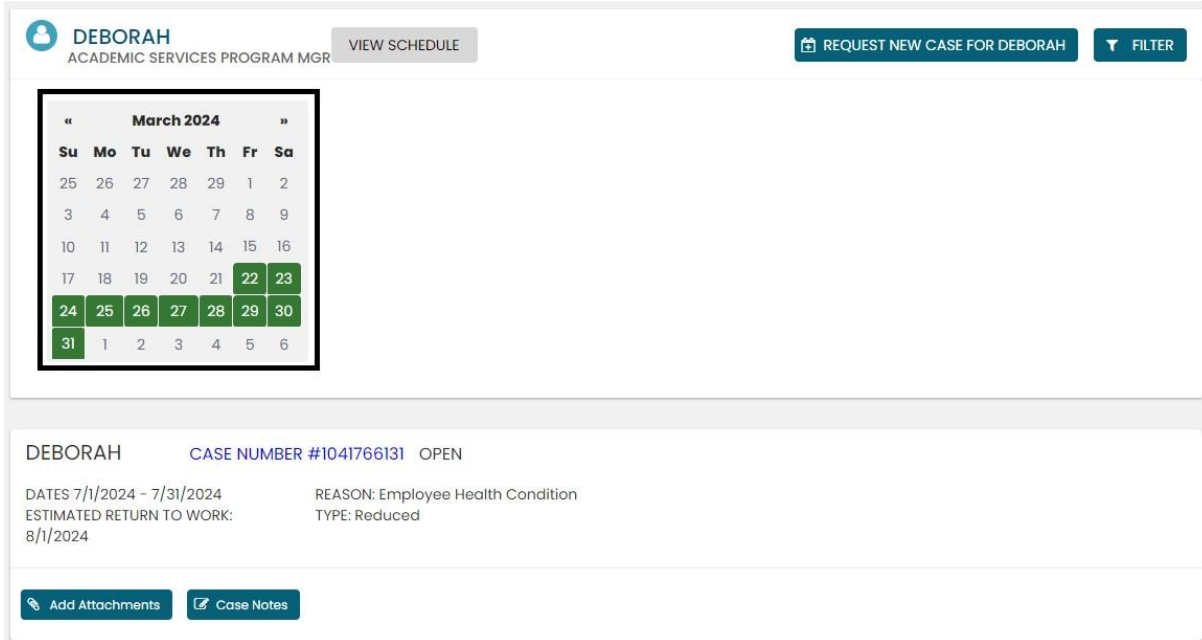
- 
 Family Medical Leave Act 07/01/2024 - 07/31/2024  
 07/01/2024 - 07/31/2024 Pending
- Colorado Family and Medical Leave Insurance - Job Protection 07/01/2024 - 07/31/2024  
 07/01/2024 - 07/31/2024 Pending
- Colorado Family and Medical Leave Insurance - Paid Leave 07/01/2024 - 07/31/2024  
 07/01/2024 - 07/31/2024 Pending

## 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.



DEBORAH  
 ACADEMIC SERVICES PROGRAM MGR

VIEW SCHEDULE

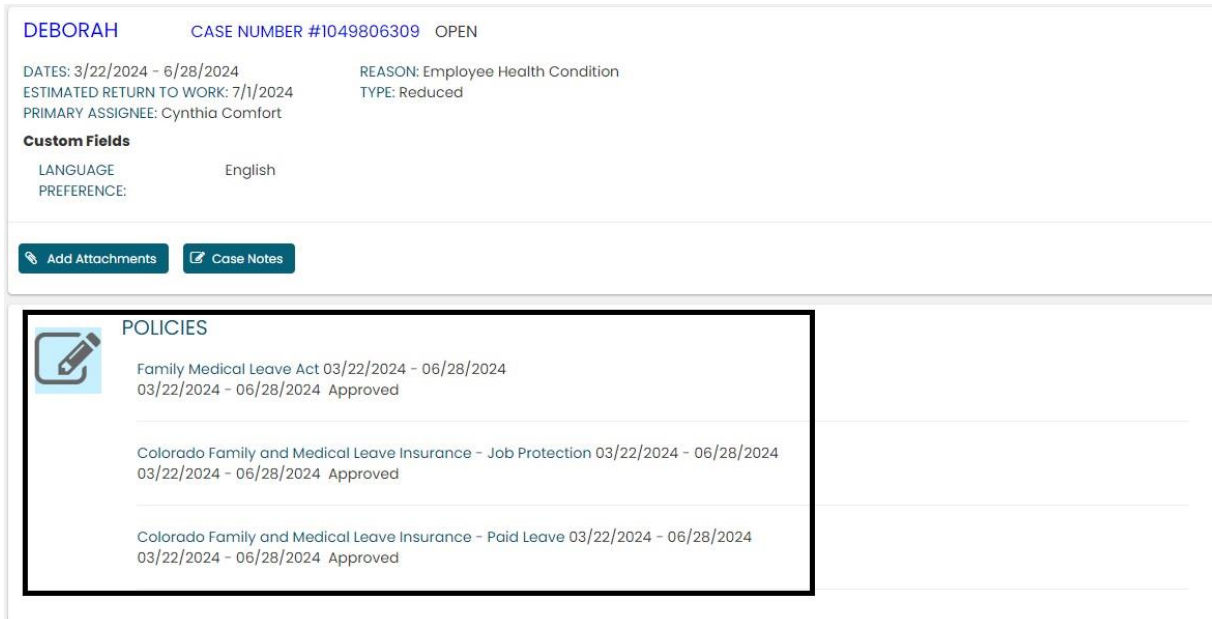
REQUEST NEW CASE FOR DEBORAH FILTER

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DEBORAH CASE NUMBER #1041766131 OPEN  
 DATES 7/1/2024 – 7/31/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 8/1/2024 TYPE: Reduced

Add Attachments Case Notes

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.



DEBORAH CASE NUMBER #1049806309 OPEN  
 DATES: 3/22/2024 – 6/28/2024 REASON: Employee Health Condition  
 ESTIMATED RETURN TO WORK: 7/1/2024 TYPE: Reduced  
 PRIMARY ASSIGNEE: Cynthia Comfort

**Custom Fields**

LANGUAGE: English

PREFERENCE:

Add Attachments Case Notes

**POLICIES**

- Family Medical Leave Act 03/22/2024 – 06/28/2024  
03/22/2024 – 06/28/2024 Approved
- Colorado Family and Medical Leave Insurance – Job Protection 03/22/2024 – 06/28/2024  
03/22/2024 – 06/28/2024 Approved
- Colorado Family and Medical Leave Insurance – Paid Leave 03/22/2024 – 06/28/2024  
03/22/2024 – 06/28/2024 Approved

## 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](mailto:leave@cu.edu).
- 
- You are required to report your FAMILI 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:

[Table of Contents](#)

[Resources](#)

## Resources

### Employee Services Leave Program Contact Information

Website: [www.cu.edu/famli](http://www.cu.edu/famli)

Email: [leave@cu.edu](mailto:leave@cu.edu)

### Additional Resources

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

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

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

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