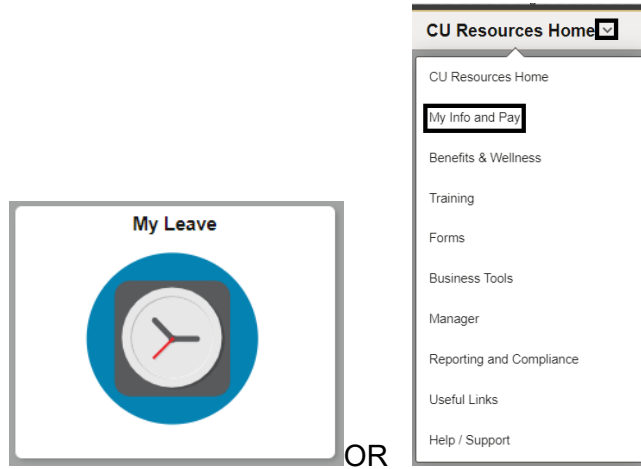


# ES Leave Program

## Entering Leave in MyLeave

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

1. **Log into the [Employee Portal](https://my.cu.edu)** (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.**

Calendar: Month | Calendar: Week | Calendar: Day | Timesheet

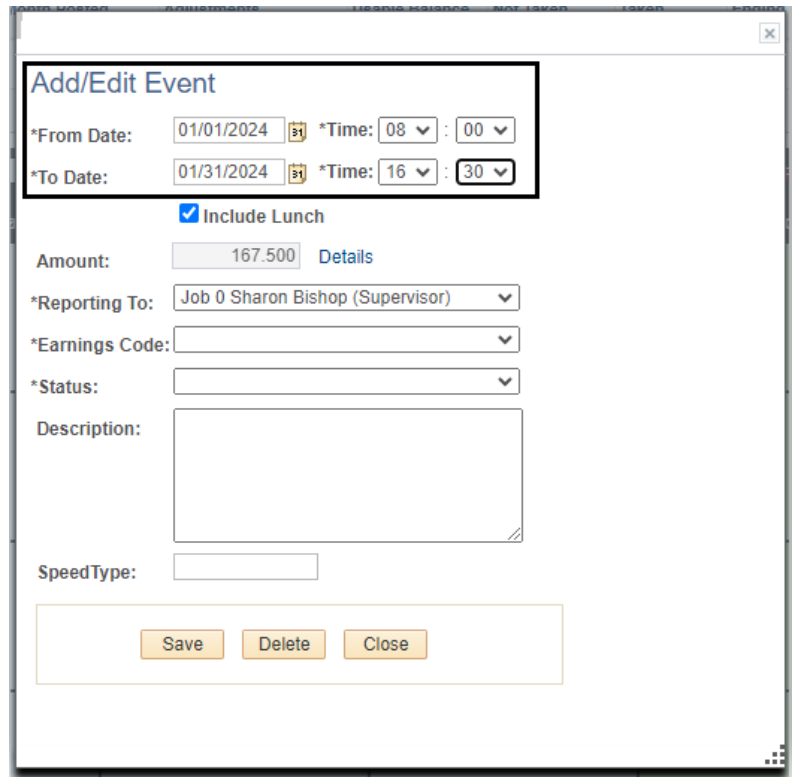
Job 0, US(X)(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	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 1 H/B Taken	2	3	4	Today 5 H/B Taken	6				
7	8	9	10	11	12	13				
14	Martin Luther... 15 H/B Taken	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.



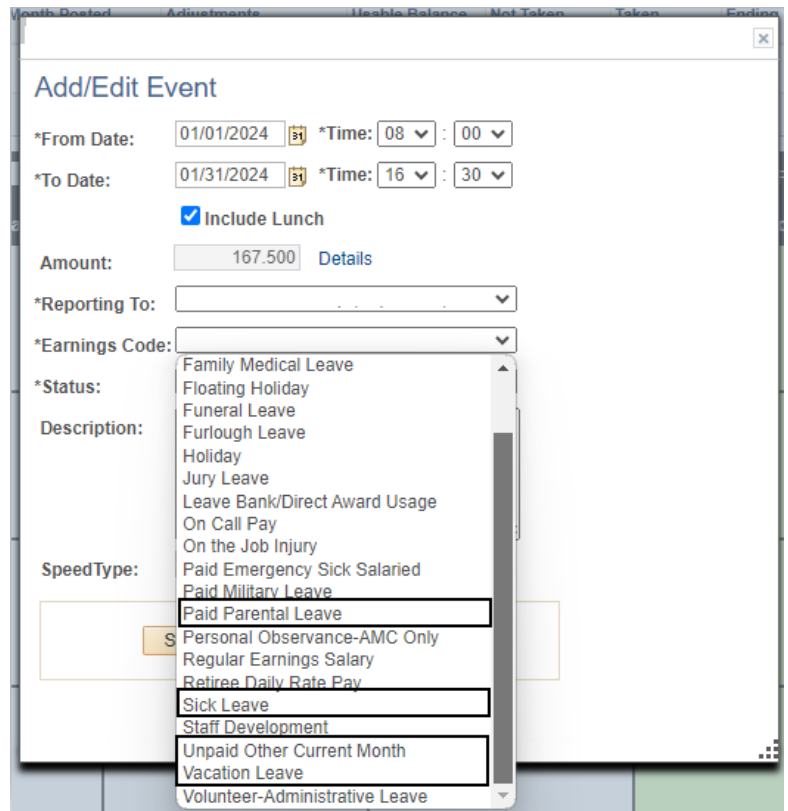
The screenshot shows the 'Add/Edit Event' form. A red box highlights the following fields:

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



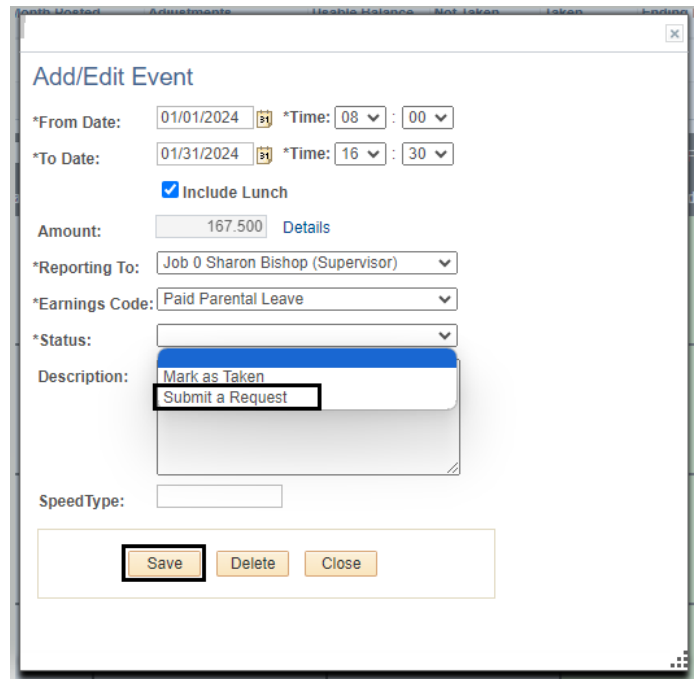
The screenshot shows the 'Add/Edit Event' form with the 'Earnings Code' dropdown menu open. The menu lists the following options:

- 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 menu.
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: [Dropdown menu open showing 'Mark as Taken' and 'Submit a Request']
- Description: [Text area]
- SpeedType: [Text field]
- 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 5<sup>th</sup> business day of each month.