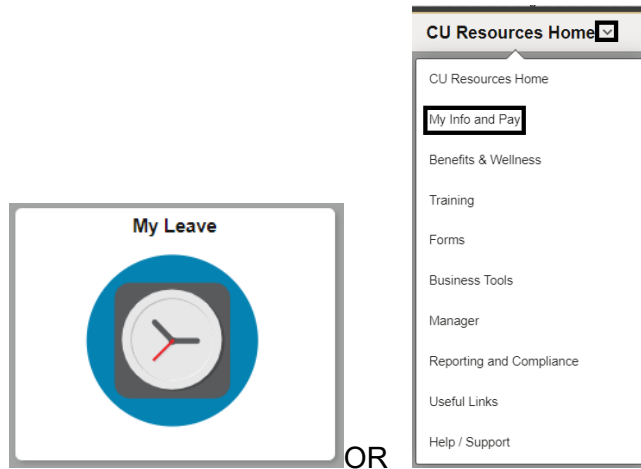# ES Leave Program
Entering Leave in MyLeave

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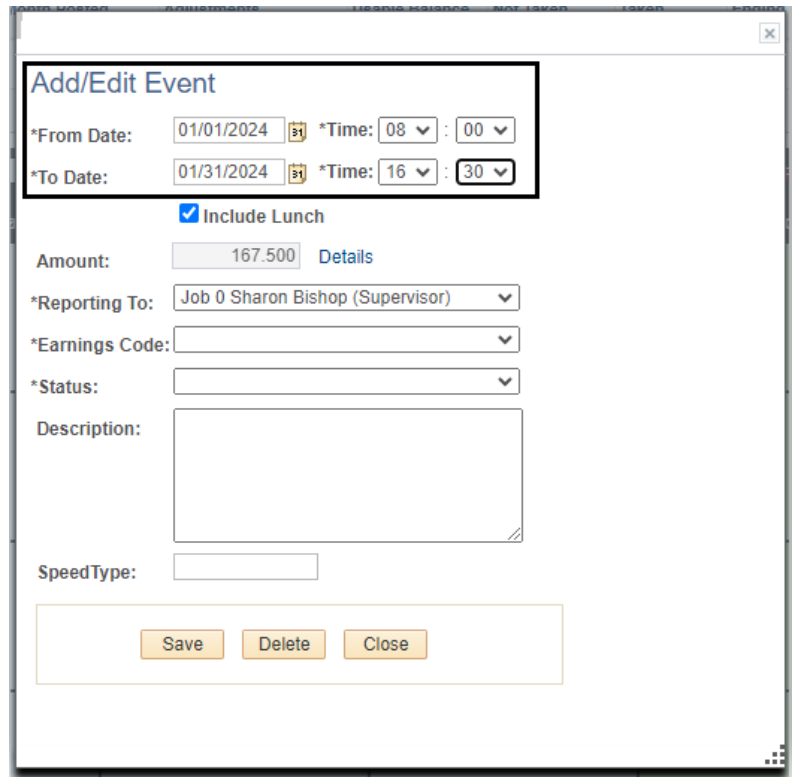2. **Select** the *MyLeave* tile on the home page OR *My Info and Pay* from the *CU Resources Home* dropdown menu.

OR

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.
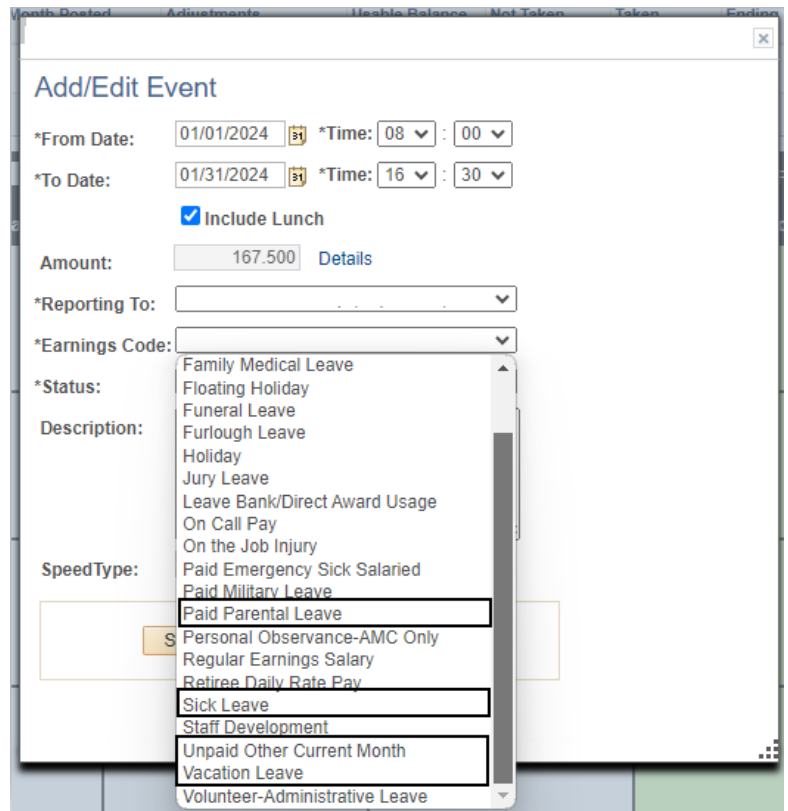
Add/Edit Event

*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:

*Status:

Description:

SpeedType:

[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
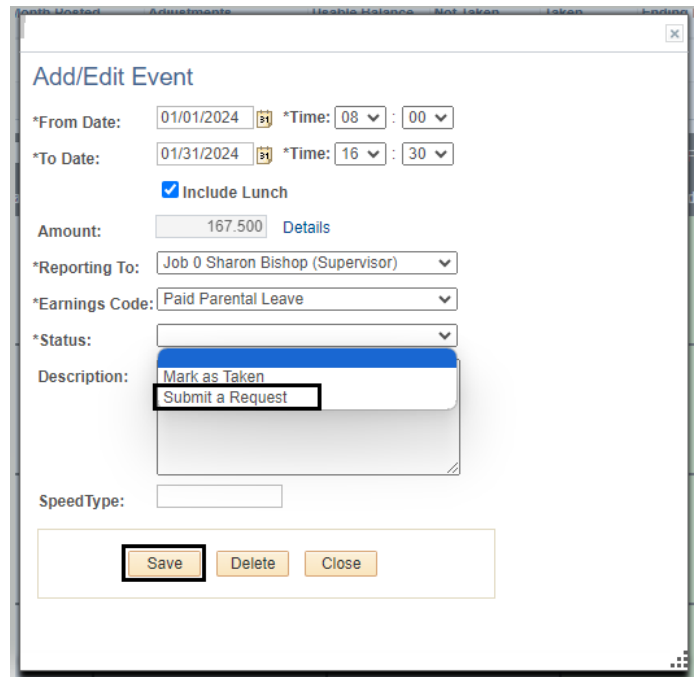   d. Unpaid Other Current Month for Unpaid Leave

Add/Edit Event

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

☑ Include Lunch

Amount: 167.500   Details

*Reporting To:

*Earnings Code:

*Status:

Description:

SpeedType:

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
Personal Observance-AMC Only
Regular Earnings Salary
Retiree Daily Rate Pay
Sick Leave
Staff Development
Unpaid Other Current Month
Vacation Leave
Volunteer-Administrative Leave

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

Add/Edit Event

*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:

Description:

Mark as Taken
Submit a Request

SpeedType:

[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.