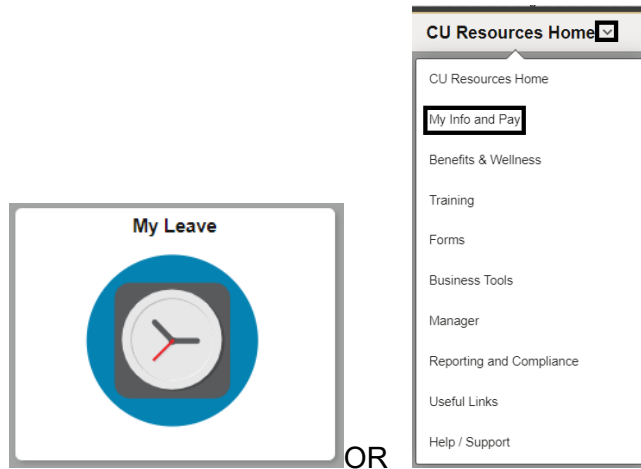


ES Leave Program

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](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.

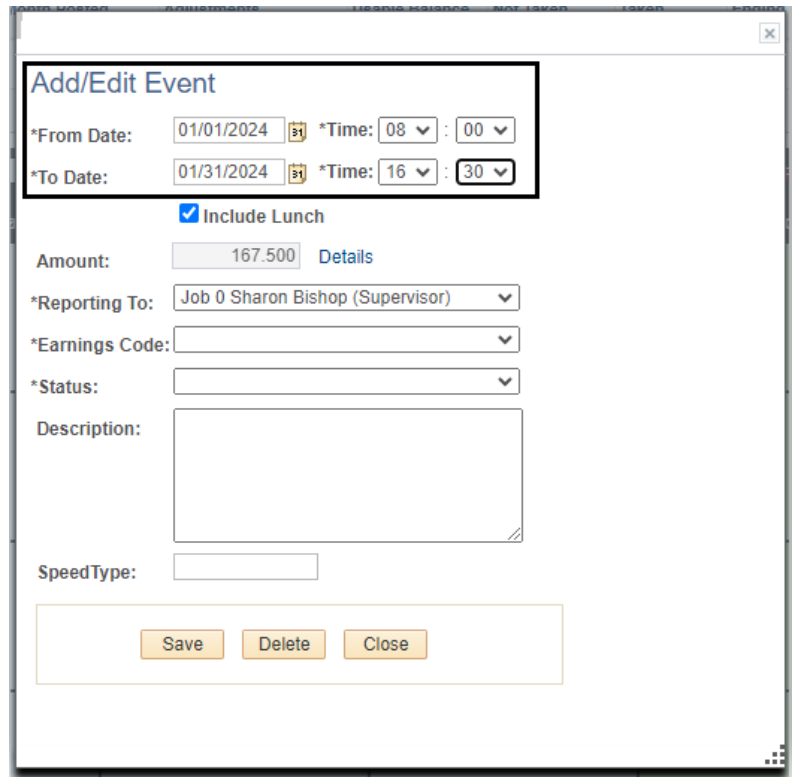


3. **Double Click** on the day you want to enter leave.

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/V Taken	2	3	4	Today 5 H/V Taken	6				
7	8	9	10	11	12	13				
14	Martin Luther... 15 H/V 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.



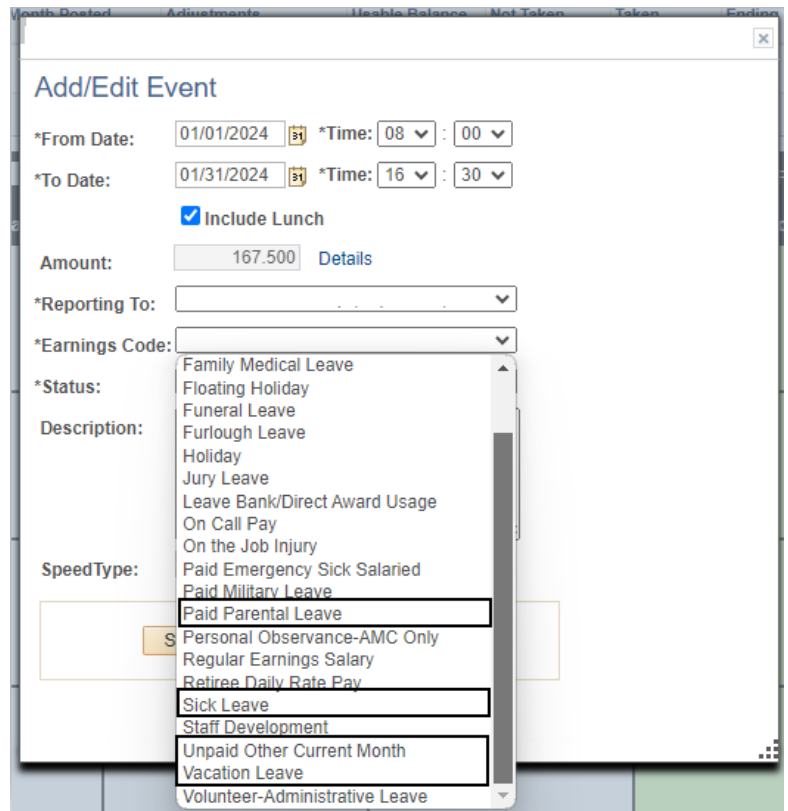
The screenshot shows the 'Add/Edit Event' form. A red box highlights the following fields:

- *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



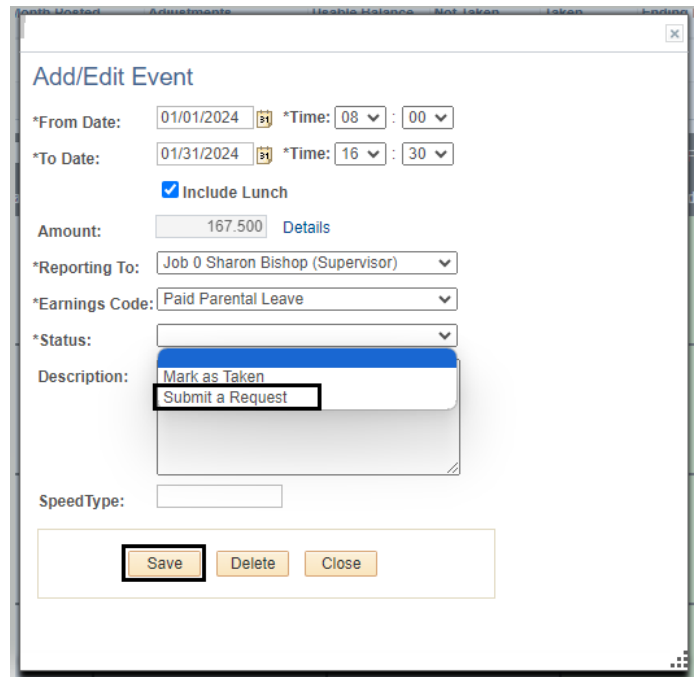
The screenshot shows the 'Add/Edit Event' form with the 'Earnings Code' dropdown menu open. The menu lists the following options:

- 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**
- Personal Observance-AMC Only
- Regular Earnings Salary
- Retiree Daily Rate Pay
- Sick Leave**
- 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: 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.