

Leave Request eForm

Employee Instructions

Overview

In an effort to make the leave request process easier, University Human Resource Management has implemented an electronic form for employees to submit their leave requests. Employees will now be able to apply for FMLA, Parental Leaves, Military Leaves, and Non-Health Related Leaves of Absence using the new eForm. **Beginning December 16, 2024, employees requesting leave will be directed to the new [eForm](#) to apply for leave.**

How to Apply for Leave Using the eForm

Employees have many options to start the leave request process. You can speak to your department supervisor or manager or to a member of your HR Employee Relations team. You can engage the Absence Management (AM) Team directly or you can simply submit the electronic form on your own to start the process. If you speak to your department or the Employee Relations Team first, they will reach out to the AM Team and make us aware of your need for leave. Once the AM Team is made aware, they will reach out to the employee to explain the next steps in the leave process.

FMLA Leaves will still require some additional paper forms to be completed as part of the request process. Those forms will be provided to employees by the Absence Management Team if the employee is eligible for FMLA. The signatures needed on these paper forms will now be obtained electronically through the Leave eForm. The eForms will be routed to the appropriate management personnel in the requesting employee's department for approval or acknowledgement, depending on the type of leave requested.

You can apply for the following types of leave using the Leave Request eForm:

- **FMLA**
 - For yourself
 - Immediate Family Members (Spouse/Domestic Partner, Child, or Parent)
- **Parental Leave****
- **Military FMLA**
 - Qualifying Exigency
 - Military Caregiver Leave
- **Military Leave**
 - Annual Reservist Training
 - Active Military Duty
- **Non-Health Leaves of Absence**


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**** - Employees who are applying for FMLA Leave for the reason of maternity or paternity leave will also be considered for Parental Leave. If it is determined that you are not eligible for Parental Leave, you will receive a separate notification of your ineligibility. If you are eligible for Parental Leave but not FMLA leave, you will also receive a separate notification of your ineligibility.**

Accessing the Form

Employees can access the Leave eForm from their CIS home page.

1. Login to .
2. Scroll down to the **Employee** section of the page and look for the **Request Leave** tile.
3. You can click on the star to have the tile available in your **My Favorites** section.
4. Click on the **Request Leave** tile.



Employees who receive communication from the Absence Management Team prior to submitting their leave request will receive an email with a link to the form. Click on the link and follow the instructions to start your leave request.

Starting Your Leave Request

Employees will start their request for leave from the Leave eForm Home Page. Some instructions are provided on this page to help employees begin the leave request process. Those instructions are mirrored in the steps below.

1. Click on the **Start a Request** button, located on the left side of the screen.
2. Enter in your Employee ID (UNID), under the **Employee Information** section, in the field labeled *Employee ID*. Be sure to type in your UNID using a zero as the first number instead of U (00012345, not u0012345).
3. Click on the search icon. Your employee information should auto-populate in the majority of the fields provided (Name, Supervisor, Job Code, Department, etc.).
4. Fill in the *Preferred Communication Email* field. Please indicate the email you would like communications about your leave sent to during your leave of absence. This can be your work email or a personal email. Please note whichever email you select to use; this will be the email you will need to check for emails and updates regarding the current leave for which you are applying.

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5. Enter your phone number in the *Personal Phone* field. This will be the phone number the AM Team uses to, if needed, contact the employee during their leave of absence.

Completing the Questionnaire

Under the **Questionnaire** section, you will answer a series of questions about your current situation. Select your answers using the provided responses in the drop-down fields next to each question. Your answers to these questions will determine the type of leave you are requesting when the form is submitted to the Absence Management Team.

1. Provide answers to the leave questions based on your situation.
2. Click on the **Next** button to continue the process.
3. Complete the **Leave Details** section of the eForm.
 - a. You must indicate the **Leave Frequency**, continuous or intermittent (**required field**).
 - b. Enter your **Anticipated Leave Begin Date** (**required field**).
 - c. If you know your **Anticipated Leave End Date**, please provide it in the field provided.
 - d. If you are applying for Parental Leave (maternity or paternity FMLA leave), you will need to indicate how many weeks of Parental Leave you are requesting.
 - i. Employees who select 6 weeks of leave or less will be granted the 100% pay option.
 - ii. Employees who select more than 6 weeks of leave will be granted the 50% pay option.
 - e. Indicate whether you would like to use any of your Personal Preference time
 - f. Indicate whether you would like to save vacation time. Employees can save up to 10 days of vacation while on FMLA leave.
 - i. **Important Note: If you choose to save vacation time, your Payroll Reporter or supervisor will be responsible for making sure your saved time is not entered on your timecard.**
 - g. Scroll down to the bottom of the screen and click the **Submit** button. This will let the AM Team know that a new leave has been submitted. This will also begin the routing process for the request. The form will be sent to your management team so the request can be acknowledged or approved/denied.

If you feel that you have made an error, please contact the Absence Management Team at 801-581-7447, Option 2, Option 1 or email them at absencemanagement@utah.edu. They will advise you on your next steps to apply for the appropriate leave for your situation.

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After Submitting the Request

After you have submitted your leave request, the eForm will be directed to members of your management team to approve or acknowledge the leave request, depending on the type of leave you have requested. Please reference the chart below to see which leaves require acknowledgment or approval.

| Leave Type | Acknowledgement | Approval(s) |
|------------------------------------|-----------------|--|
| FMLA | Supervisor | |
| Military Leave | Supervisor | |
| Non-Health Leave of Absence | | Supervisor Department Head/Dean Cognizant VP (all three need to approve) |

The eForm will be available to the Absence Management Team while the acknowledgements and approvals are being obtained so the leave process may continue. Your leave will not be able to be completely processed until all acknowledgements or approvals have been obtained.

Receiving Leave Communications

When your leave has been processed you will receive additional emails from the Absence Management Team in regards to your leave. Your leave may be approved or denied depending on a number of determining factors. Whether your leave is approved or denied, you will receive an email from the Absence Management Team letting you know how your leave has been designated. The Leave Administrator assigned to your leave case will use the preferred email you provided when you first submitted your Leave Request eForm.

You will also receive emails reminding you of your leave end date or if we require additional information from you. It is important that you respond to the emails requesting additional information in a timely manner as delayed responses may cause delays in processing your leave or returning you from leave. Please feel free to reach out to the Team if you have any questions or concerns during the leave process.

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Your Benefits While on Leave

Some leaves you may qualify for are a product of federal law. These types of leave typically provide protection for the employee's job and for the employee's benefits. Benefits protection means that the employee's benefits will not change while they are on leave. Your coverage remains the same and you will only pay your portion of the benefit costs. Other leaves, like the Non-Health LOA, do not have this sort of protection. This means the employee could be responsible for paying the full cost (employee and employer portions) of their benefits while on leave.

As long as you are on a paid leave (receiving pay through your salary or your accruals), you will only pay the employee portion of your benefit costs. If you need to take any portion of your leave unpaid, you may have to pay the full cost of your benefits during that unpaid period. Due to the significant increase in cost to the employee, they will have the option to cancel their benefit coverage temporarily during that portion of the leave. Once you return to work and a paid status, your benefit costs will return to just the employee portion.

If an employee decides to cancel any of their benefits during an unpaid leave, they will need to let the Absence Management Team know as soon as possible. You will need to complete and submit cancellation forms before any cancellation can take place. When you return to work, make sure to work with the Leave Administrator assigned to your case to reinstate your cancelled benefits. Depending on the length of time your benefits are cancelled, you may need to re-enroll in some of your insurance coverages. This will require you to submit evidence of insurability to the insurance company to regain coverage. This means re-enrollment in your previous coverage is not guaranteed.

Checking the Status / Updating Your Leave Request

If you need to make any changes to your leave request, contact the Leave Administrator assigned to your leave case. Cases are assigned based on the requesting employee's last name. Check [here](#) to find which Leave Administrator has been assigned to your case.

Returning from Leave

Before your leave request can be closed, we need to make sure you have returned from leave. Stay in contact with your department during your leave about your intentions to return to work. **When you are ready to come back to work, inform your department and the Absence Management Team as soon as possible.** They will need update your employee record and submit an ePAF to return you from leave.



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FMLA Leaves

Employees who are on a continuous FMLA leave for their own serious health condition will need to obtain a doctor's note stating when the employee is able to return to work. Even if they are returning on the date reported on their leave approval letter, employees will still need to provide the doctor's note. A form will be attached to the approval letter and the 2-Week Reminder letter that you can provide to your medical provider(s) to obtain the information needed. You can also obtain and submit a doctor's note stating your return-to-work date and any restrictions you may have.

If you have restrictions, the Absence Management Team will reach out and inquire if these restrictions can be accommodated by your department. If not, you may need to continue on your leave until the restrictions are lifted or you run out of FMLA leave. Alternately, you may need to request an accommodation under the Americans with Disabilities Act (ADA). Employees who are in need of an accommodation should reach out to the ADA Specialist at hraccommodations@utah.edu or use this link to access the Accommodations Request form.

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Leave Request Quick Steps

1. Report your need for leave to your department, [Employee Relations](#), or [Absence Management](#).
2. Receive link to the eForm in the initial email from the AM Team or access the eForm request through  using the **Request Leave** tile.
3. Complete the employee portion (**Employee Information** and **Questionnaire** sections) of the eForm and submit.
4. Then complete the **Leave Details** section.
5. The eForm will route to your management team for acknowledgement or approval.
6. AM Team will request any additional information needed to process your leave request.
7. AM Team will send out an approval or denial letter based on the information received.
8. If you are on an unpaid leave and would like to cancel your benefits due to the change in cost, work with your Leave Administrator to temporarily cancel coverage.
9. AM Team will send you a reminder as your leave end date approaches.
10. *Acquire a return-to-work letter from your medical provider that states your return date and any work restrictions you may have.
11. **Inform the [AM Team](#) when you return from leave.**
12. Work with your [Leave Administrator](#) to re-enroll in any cancelled benefits.
13. If you need to continue or extend your leave, contact your Leave Administrator to determine next steps.

**Only applies to employees on continuous FMLA leave for their own serious health condition.*

Report any changes regarding your leave to the AM Team as soon as you know. Follow up with your Leave Administrator to check the status of your leave request.