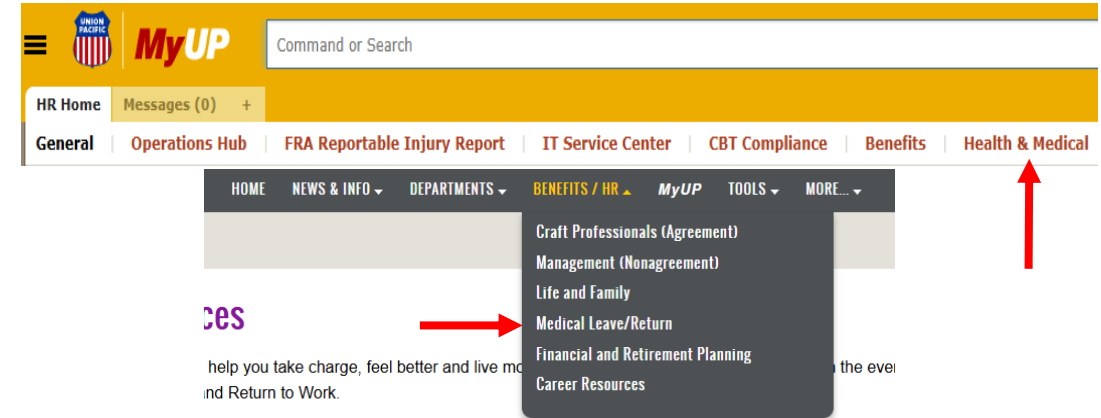# MLOA Request Process

Quick Reference Guide

Accessing eHealthSafe (eHS)

1. From **MyUP**, locate **Health & Medical** on the selection bar
   OR
2. From the Employee Homepage, locate **BENEFITS/HR** on the selection bar, then select **Medical Leave/Return**
3. Select Access the eHealthSafe Employee Portal

Entering MLOA Request in eHealthSafe (eHS)

1. Click Request a Medical Leave of Absence (MLOA)
2. Input the **Start Date,** anticipated **End Date, Reason** for your MLOA, **Phone Number**, and **Email**
   - Your MLOA Request **MUST** be submitted **before** you return to work.
   - You may submit your MLOA request up to **30 days** before your leave start date for timely processing.
   - Your End Date should reflect your **best estimate** of the date you expect to return to work.
3. By clicking **Submit**, you will be placed in a pending leave status on the start date provided.
   - Requests will be processed in the order which they are received.
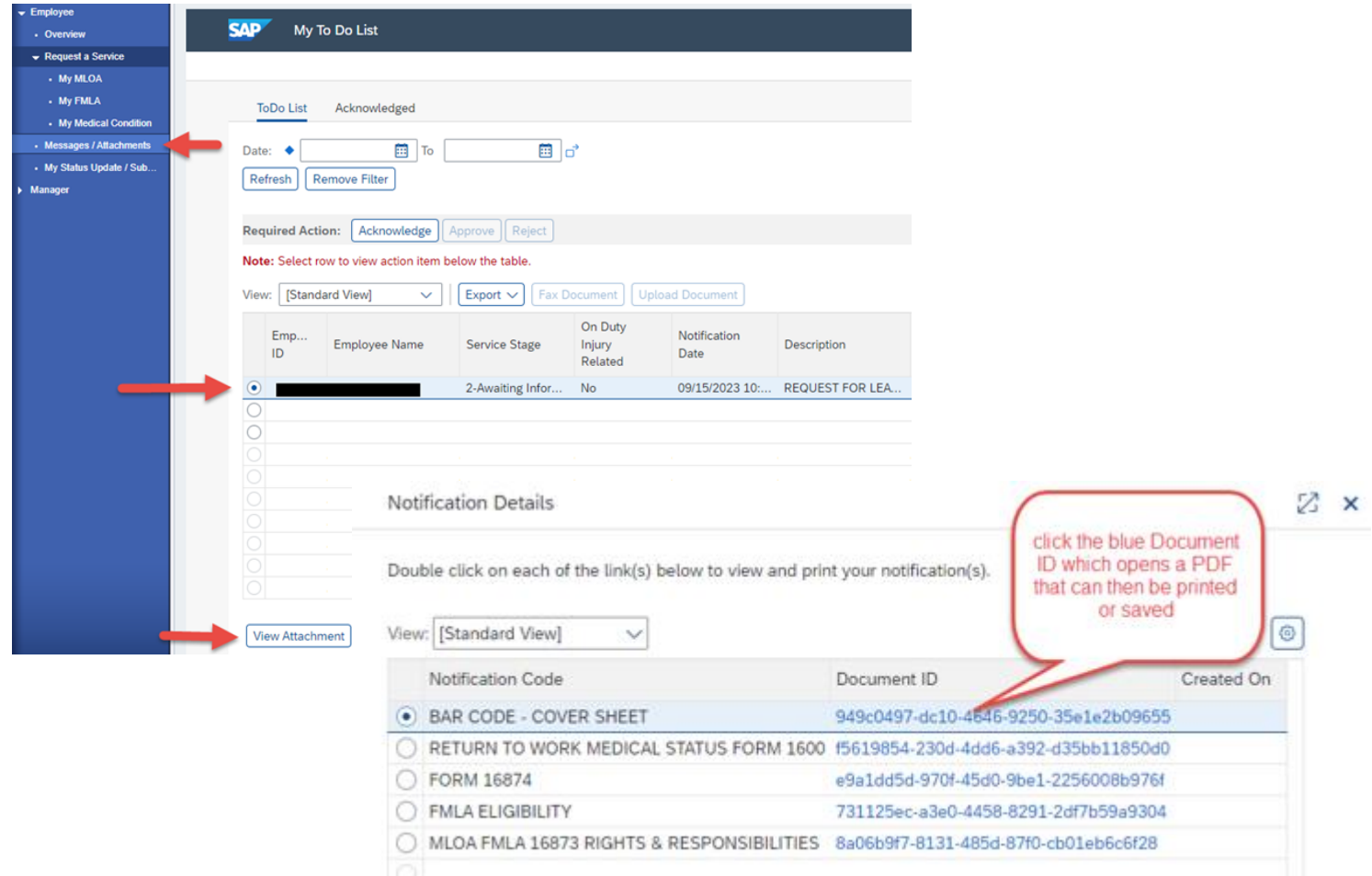   - You should follow normal layoff procedures until your leave has been reviewed.

IMPORTANT: A Medical Leave of Absence ("MLOA") request is for employees who miss **4 or more consecutive days** due to an employee's own personal medical condition supported by their treating healthcare provider.

MLOA Request Process

Quick Reference Guide

Accessing leave paperwork and forms in eHealthSafe (eHS)

1. Select **Messages/Attachments** on the sidebar

2. Then select your Request For Leave
   - Notification date will be the date you submitted your request.
   - If you do not see your leave request, it will be in your Acknowledged tab.

3. Then select **View Attachment**

4. Documentation required to verify your case will automatically appear for your review and completion