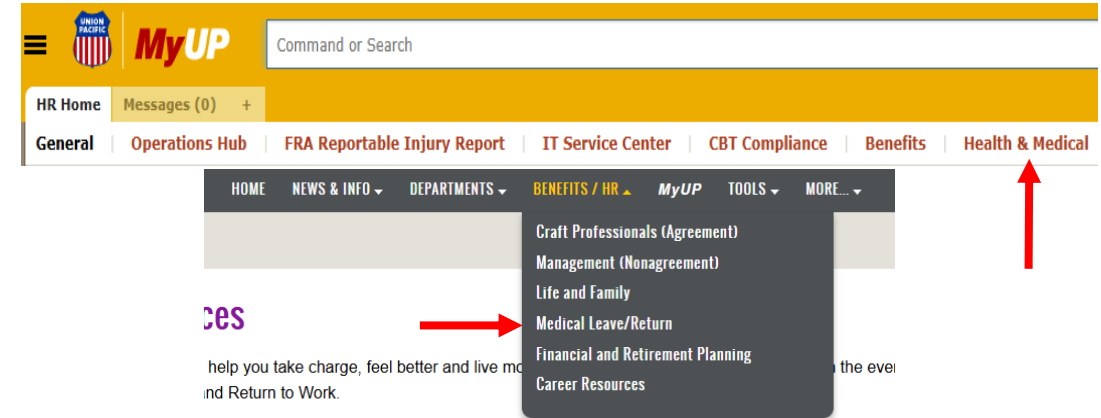


MLOA Request Process

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.

I would like to...

[Request a Medical Leave of Absence \(MLOA\)](#)

Select this option if you are requesting a new Medical Leave of Absence for your own personal medical condition that requires four or more consecutive missed days. If this leave request is needed as a result of an On Duty Injury (ODI), the employee must contact their manager to complete a Form 52032 in addition to submitting a Medical Leave of Absence request.

Start Date:*  Reason:*

End Date:* 

Best number to reach the employee:* Format (###) ###-####

Best email to reach the employee:*

By clicking submit on this request for Medical Leave of Absence (MLOA), you will be placed in a pending leave status on the start date provided once your request has been processed. You are required to provide a completed Certification of Health Care Provider form to substantiate your need for leave. Failure to provide all required documentation to substantiate your request will result in unexcused absence(s). Absences incurred which are not supported by medical documentation may revert to unexcused absences in accordance with your attendance policy.

Requests will be processed in the order which they are received. You should follow normal layoff procedures until your leave has been reviewed.

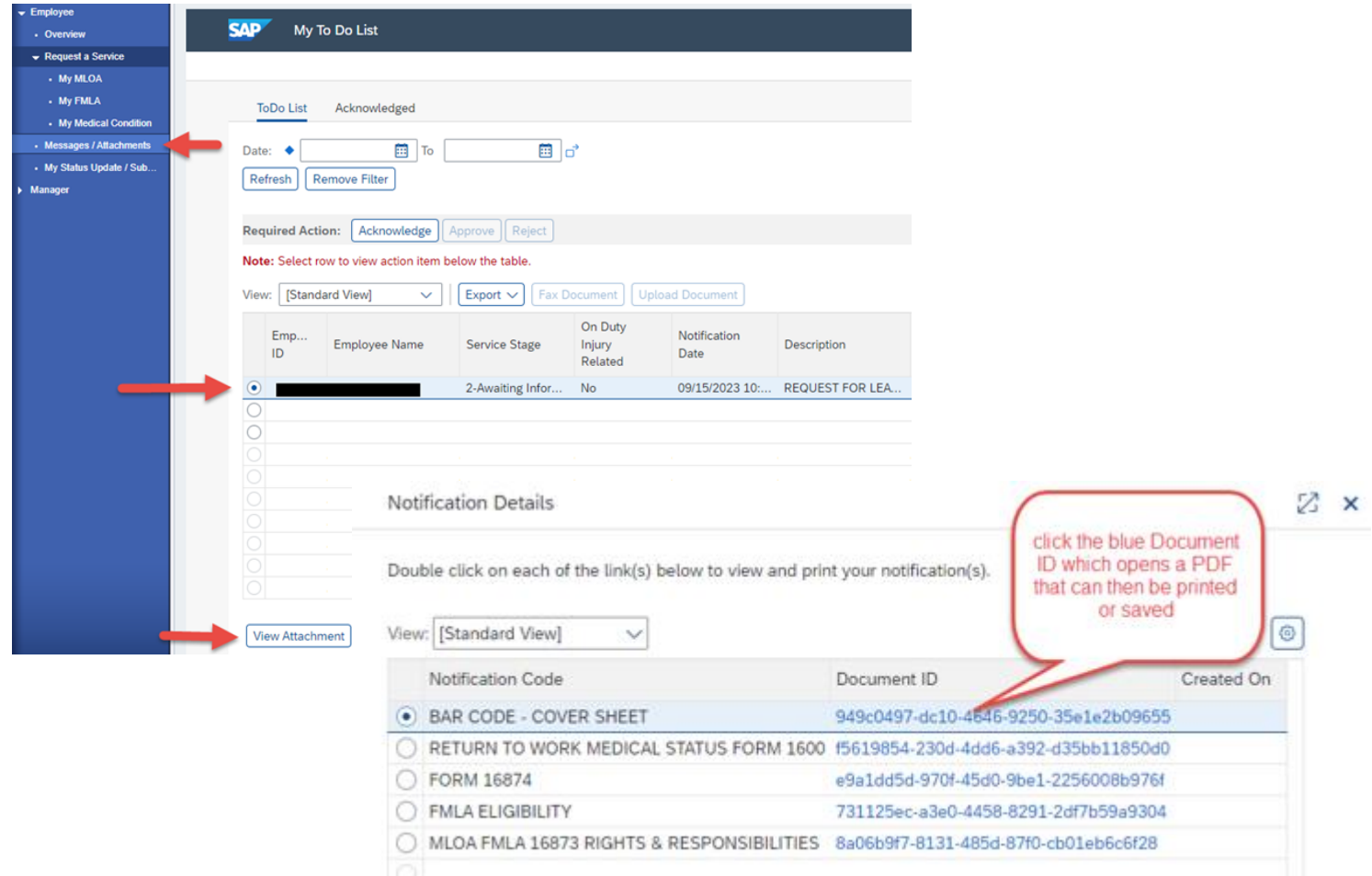
IMPORTANT: A Medical Leave of Absence (“MLOA”) request is for employees who miss **4 or more consecutive days** due to an employee’s own personal medical condition supported by their treating healthcare provider.

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



The screenshot displays the SAP 'My To Do List' interface. On the left sidebar, the 'Messages / Attachments' option is highlighted with a red arrow. The main content area shows a 'ToDo List' tab with a table of notifications. A red arrow points to the first row of the table, which is selected. Below the table, the 'View Attachment' button is highlighted with a red arrow. A red callout box points to the 'Document ID' column in the table, with the text: 'click the blue Document ID which opens a PDF that can then be printed or saved'.

Notification Details

Double click on each of the link(s) below to view and print your notification(s).

Notification Code	Document ID	Created On
• BAR CODE - COVER SHEET	949c0497-dc10-4846-9250-35e1e2b09655	
○ RETURN TO WORK MEDICAL STATUS FORM 1600	f5619854-230d-4dd6-a392-d35bb11850d0	
○ FORM 16874	e9a1dd5d-970f-45d0-9be1-2256008b976f	
○ FMLA ELIGIBILITY	731125ec-a3e0-4458-8291-2df7b59a9304	
○ MLOA FMLA 16873 RIGHTS & RESPONSIBILITIES	8a06b9f7-8131-485d-87f0-cb01eb6c6f28	