MLOA Request Process Quick Reference Guide



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Leave Management

Accessing eHealthSafe (eHS):

From the MY UP Page:

- 1. Select Employee Drop Down
- 2. Click on eHealthSafe Link



From the external Union Pacific Website (www.uprr.com):

- 1. Select Employe Drop Down
- 2. Click More



3. Click Request Leave from the employee access box



Entering MLOA Request:

- 1. In eHS, navigate to Employee > eHealth Safe.
- 2. Click Request a Medical Leave of Absence (MLOA)



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Leave Management

- 1. Input the start date and anticipated end date for your medical leave of absence.
 - Requests must be entered prior to your return to work.
 - Requests can be made up to 30 days prior to your MLOA start date.
 - The end date is your best estimate on the date you anticipate returning to work.
- 2. Enter the reason for your medical leave of absence.
- 3. Leave type defaults to Off Duty Block Medical Leave.
- 4. Enter your preferred phone number and email address.
- 5. Click Submit to complete your leave request.

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	Start Date:* 1018/2023 E Reason.* REASON FOR MEDICAL LEAVE OF ABSENCE	
	End Date:* 10/31/2023 🔲	
	Leave Type* Off Day Block Medical Leave V	
	Dest email to neach sine employee: Cm31C31 gu/P/CUM	
	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	Medical Status or
	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 sup	pported by medical
	documentation may event to unexcused assences in accordance with your astendance policy, weighted with the processed in the order which they are received. You should follow normal layoft procedures unit your leave has to	seen reversed.
		Submit *

- Upon clicking submit, you will be placed in a pending leave status on the start date provided once your request has been processed.
- Follow normal layoff procedures until your leave has been reviewed.

- 6. Click on Messages/Attachments in the menu on the left.
- 7. Click the View Attachments button to access your leave paperwork and forms.

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