

MLOA Request Process

Quick Reference Guide



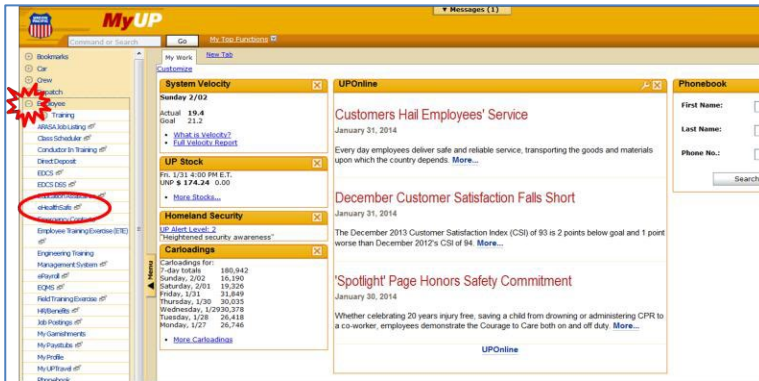
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Leave Management

Accessing eHealthSafe (eHS):

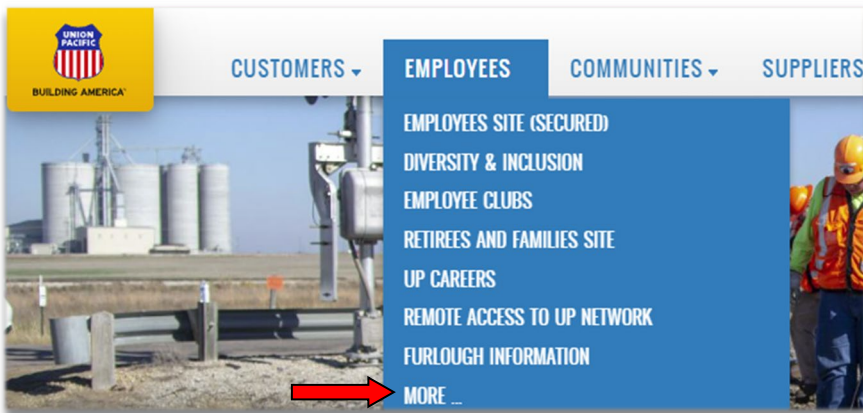
From the MY UP Page:

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

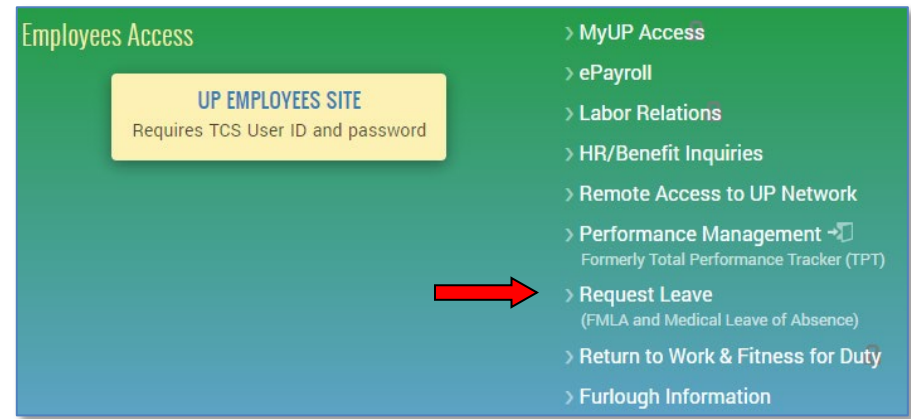


From the external Union Pacific Website (www.uprr.com):

1. Select Employee Drop Down
2. Click More

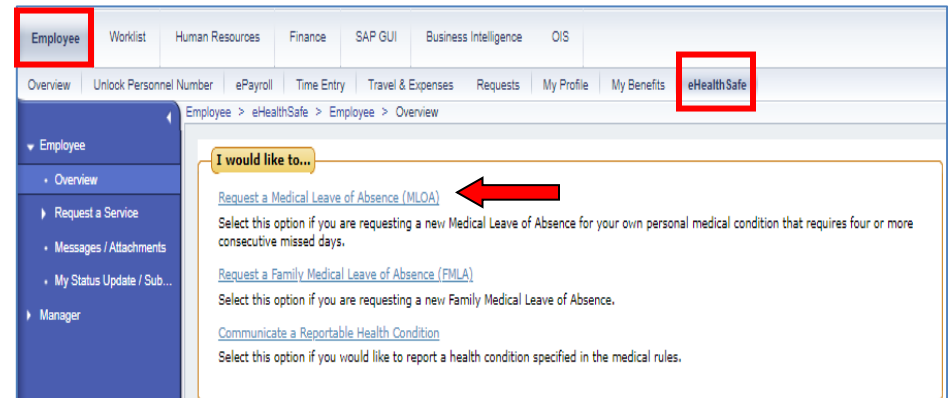


3. Click Request Leave from the employee access box



Entering MLOA Request:

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



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- 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.
- Enter the reason for your medical leave of absence.
- Leave type defaults to Off Duty Block Medical Leave.
- Enter your preferred phone number and email address.
- Click Submit to complete your leave request.

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

Emp... ID	Employee Name	Service Stage	On Duty Injury Related	Notification Date	Description	Department
		2-Awaiting Infor...	No	09/15/2023 10:...	REQUEST FOR LEA...	

- 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.