# QRG

Quick Reference Guide (20 Steps)

How to Apply for a Leave of Absence for Yourself

This QRG is for associates who wish to request a leave of absence in myACI through associate self-service.

Last updated: March 26, 2024

Oracle Fusion Cloud Applications

STEP 1

Sign in to mACI then click on my HR.
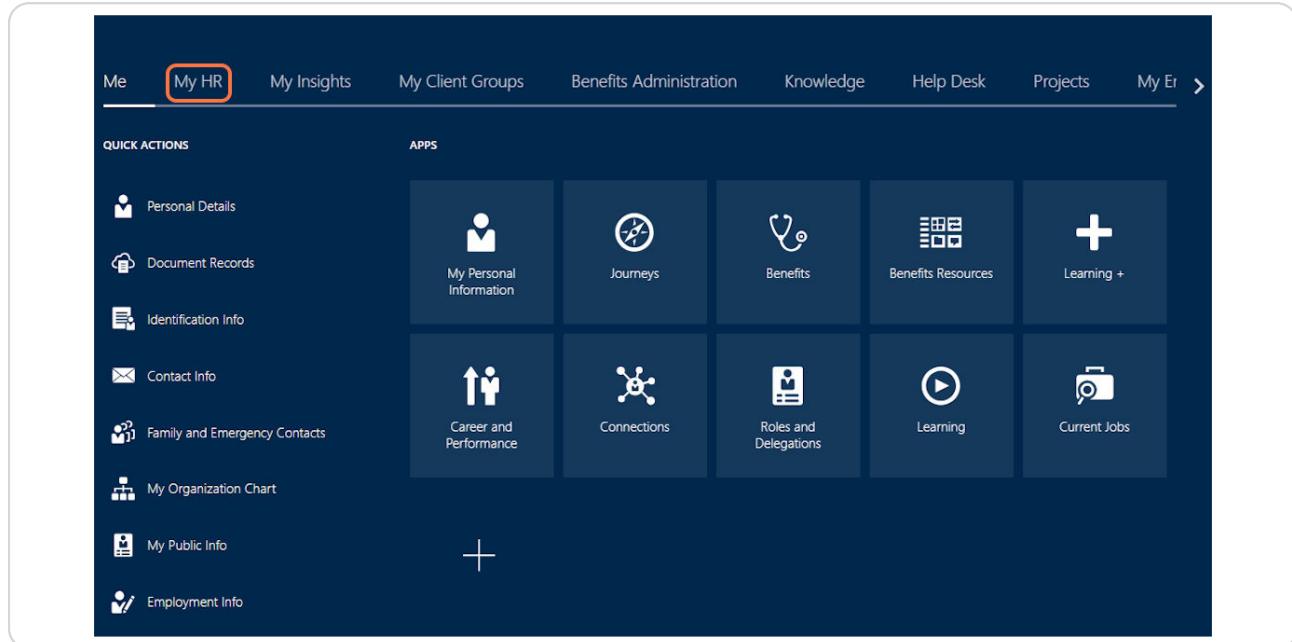
STEP 2

Click on Leave of Absence tile.
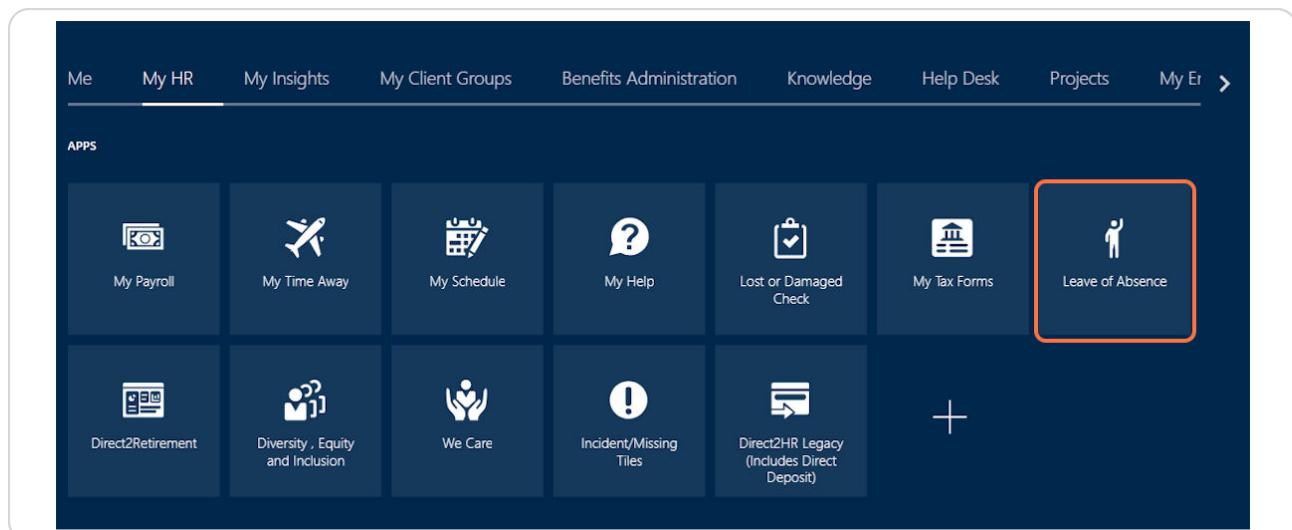
Click on Create Request in the lower right corner of the screen
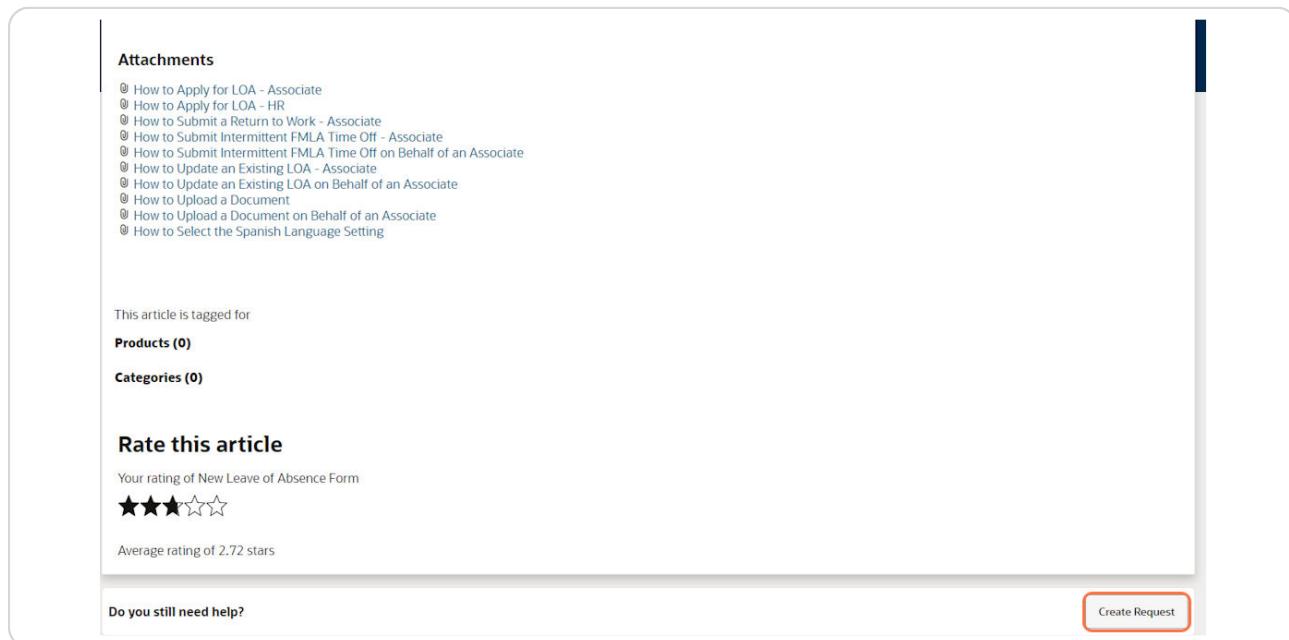
Attachments
- How to Apply for LOA - Associate
- How to Apply for LOA - HR
- How to Submit a Return to Work - Associate
- How to Submit Intermittent FMLA Time Off - Associate
- How to Submit Intermittent FMLA Time Off on Behalf of an Associate
- How to Update an Existing LOA - Associate
- How to Update an Existing LOA on Behalf of an Associate
- How to Upload a Document
- How to Upload a Document on Behalf of an Associate
- How to Select the Spanish Language Setting

This article is tagged for

Products (0)

Categories (0)

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★★★☆☆

Average rating of 2.72 stars

Do you still need help?   Create Request

Type reason for this leave

Example "New leave of absence"
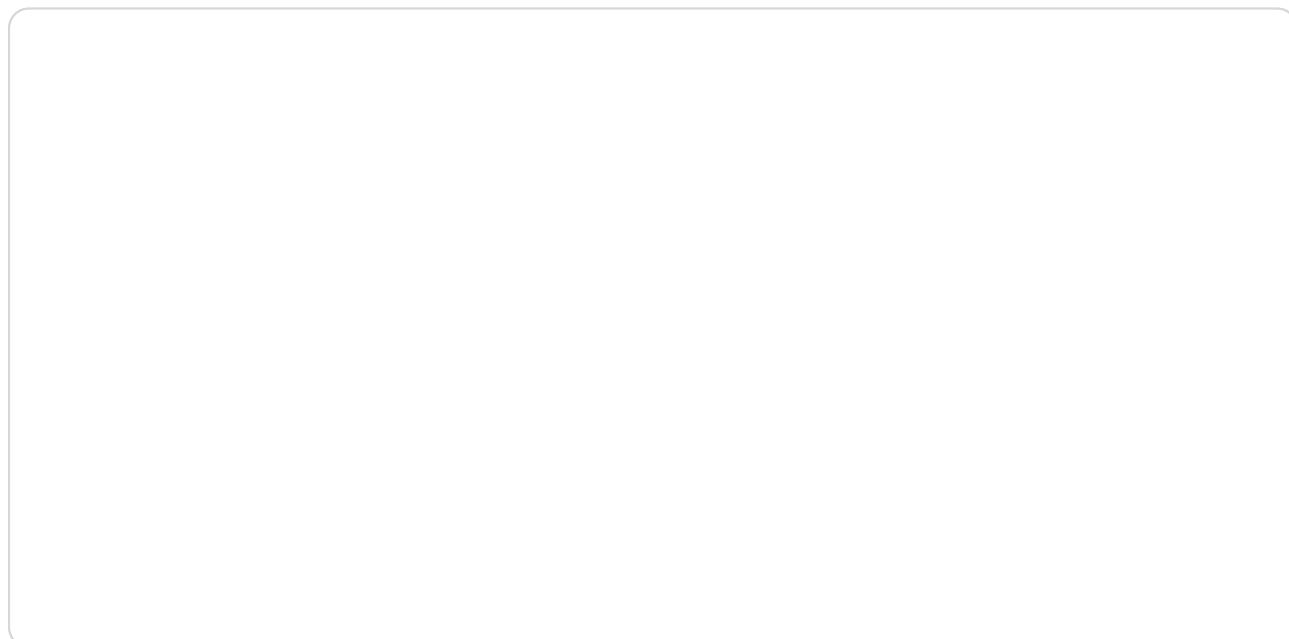
STEP 5

Your name will be automatically populated as the primary point of contact. Do not change this information.

STEP 6

In the Request Category dropdown, select leave of absence

In the Nature of request dropdown, select Apply for LOA

This section should be used only to apply for a new LOA. Do not use for updating or adding information to existing LOA claims
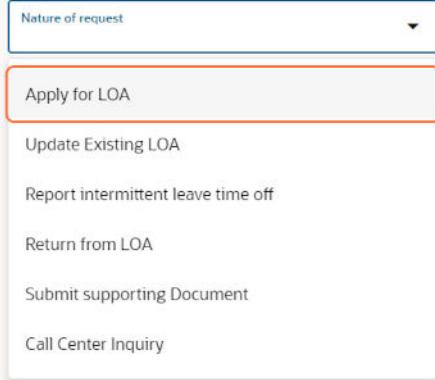
Type in a valid Phone Number for yourself

Click on Supplement leave pay and select either YES or NO

This question is asking if you wish to use the supplemental pay sources (if available) to maintain your income during your leave of absence. Supplemental pay sources may include sick pay, paid time off, flexible time off, and/or vacation.

Select which pay source you wish to include to maintain your income during your leave of absence. Note that you must have unused sick pay, PTO and/or vacation time available to be used as a pay source during your leave of absence.

STEP 11

Type in average hours, how many hours do you work in a week?

On average, how many hours do you work in a week?

Required

Is this leave request for your own medical condition other than pregnancy? ▼

Required

what is your expected LOA start date 📅

Required

What was your last working day? * ⑦ 📅

What is your expected or estimated return to Work Date? 📅

Required

How would you like to receive your LOA packet ▼

Do you have any documentation supporting your request for LOA? ▼

STEP 12

Click on the drop down to select if the leave request is for your own medical condition or for another reason

On average, how many hours do you work in a week?

Required

Is this leave request for your own medical condition other than pregnancy? ▼

Required

what is your expected LOA start date 📅

Required

What was your last working day? * ⑦ 📅

What is your expected or estimated return to Work Date? 📅

Required

How would you like to receive your LOA packet ▼

Do you have any documentation supporting your request for LOA? ▼

Select YES if the leave is for yourself, otherwise select NO, if you are needing a leave for another reason

Reasons include: Care of a Family Member, Bonding, Military, Personal, Pregnancy etc...

If you answered "No" in step 13, click on the reason you are requesting a leave of absence from the choices in the dropdown

Don't forget to scroll down, more options available

Complete all fields (some may be required) to help with accurate claim information

Depending on the leave reason, the system will display different questions.
Example: Is the leave continuous or intermittent? How old is your child?

Click on Do you have any documentation supporting your request for LOA?
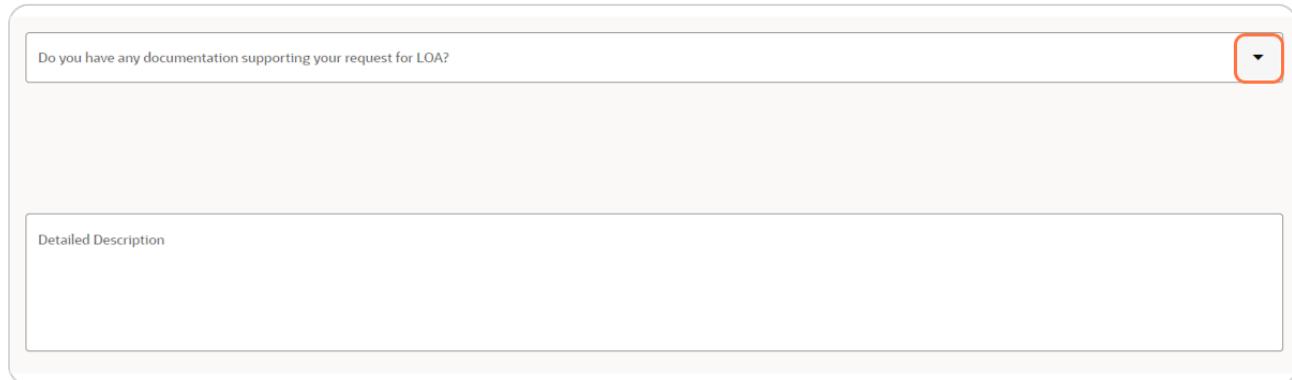
STEP 17

Click on YES or NO

Only select YES if you are going to attach a document. Documents must be in PDF or JPEG format no larger than 10MB
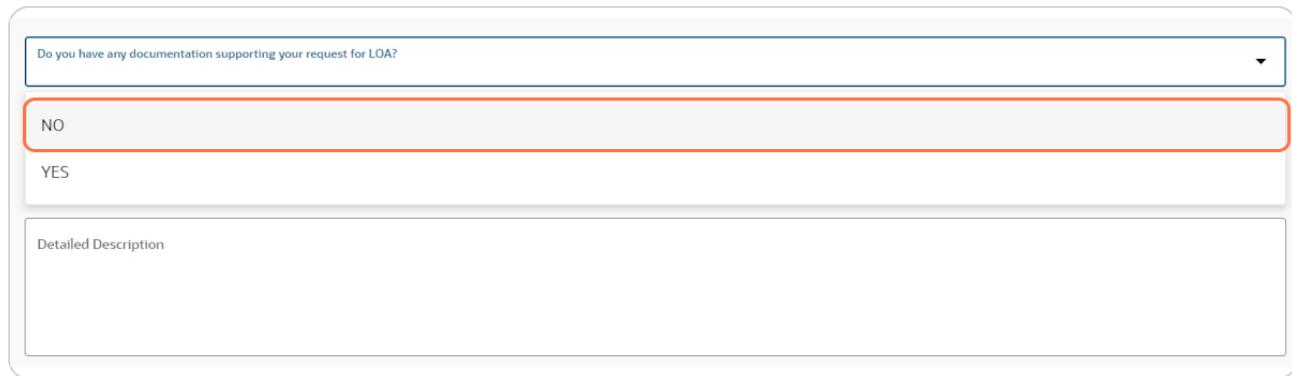
Do you have any documentation supporting your request for LOA?	▾
NO	
YES	

Detailed Description

STEP 18

Use the detailed description box to type any additional information about your leave of absence request

Detailed Description

Category
Miscellaneous ▾

Drag and Drop
Select or drop files here.

URL   Add URL

**If you answered "Yes" in Step 17, Drag and Drop any documents in this section**
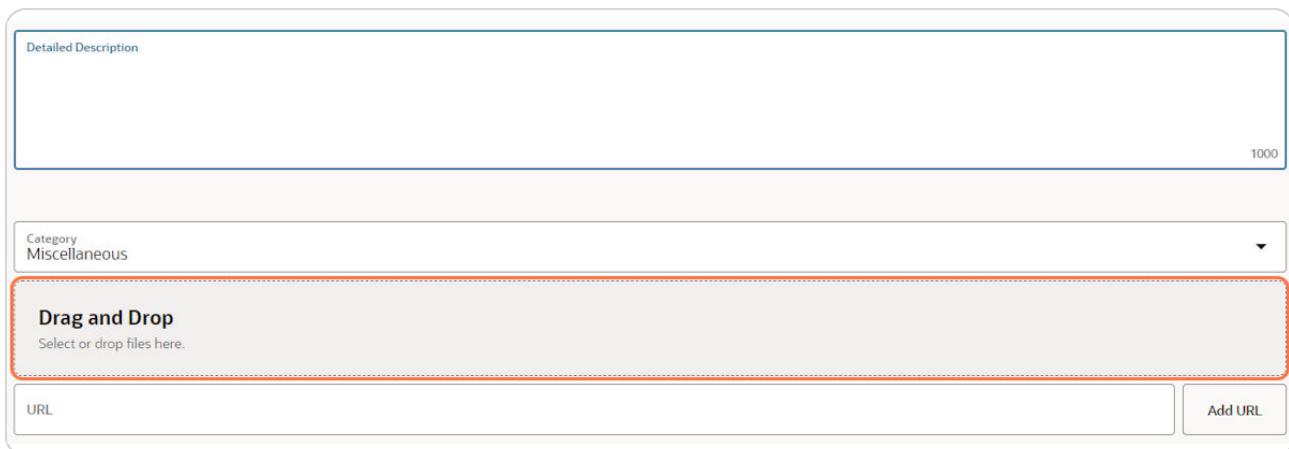
Detailed Description

1000

Category
Miscellaneous ▼

Drag and Drop
Select or drop files here.

URL   Add URL

Click on Save in the upper right corner of the screen to save and submit your leave of absence request.

If you do not click on the Save button, your leave of absence request will not be submitted

New Help Desk Request   Cancel   Save

Required   Required

What was your last working day? * ⑦ 📅   What is your expected or estimated return to Work Date? 📅   How would you like to receive your LOA packet ▼

Required

Tango

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