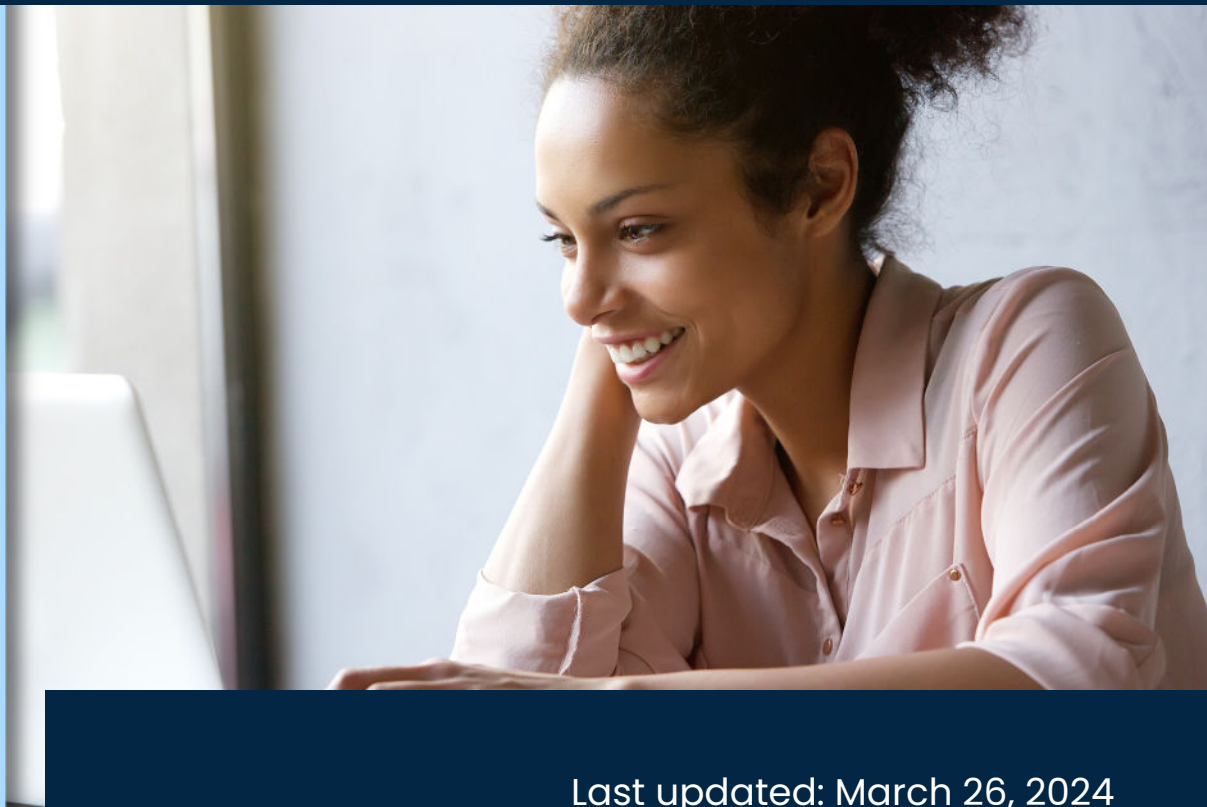




Quick Reference Guide (20 Steps)

How to Apply for a Leave of Absence for Yourself

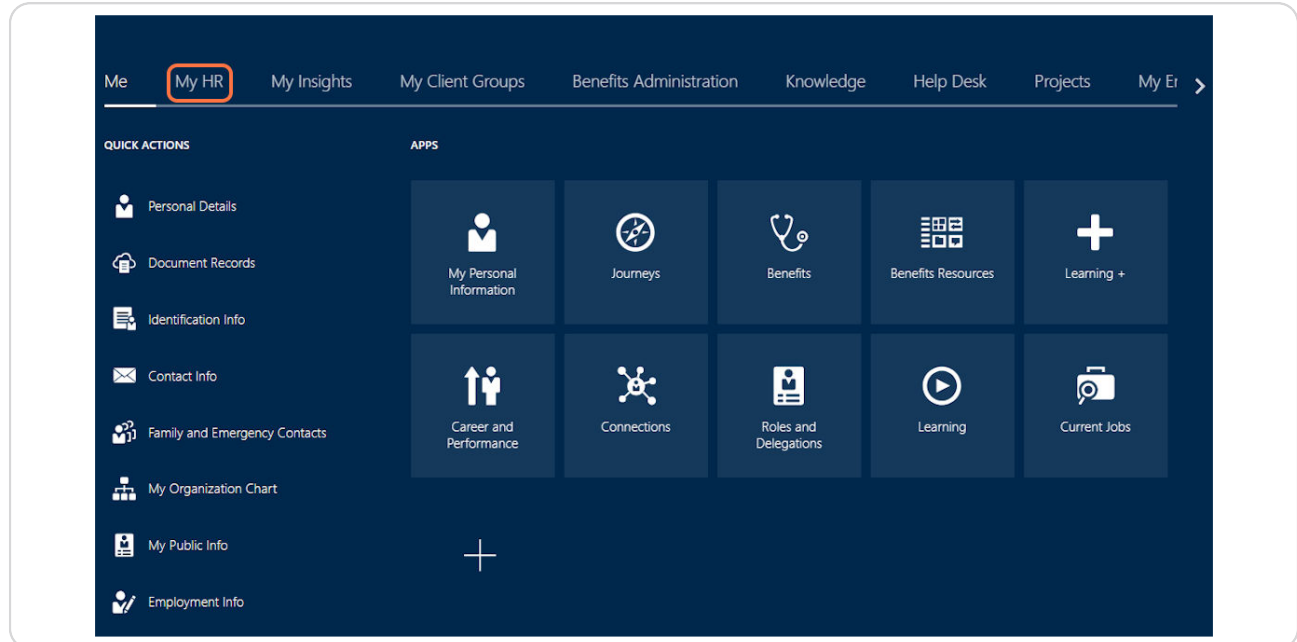
This QRG is for associates who wish to request a leave of absence in myACI through associate self-service.



Last updated: March 26, 2024

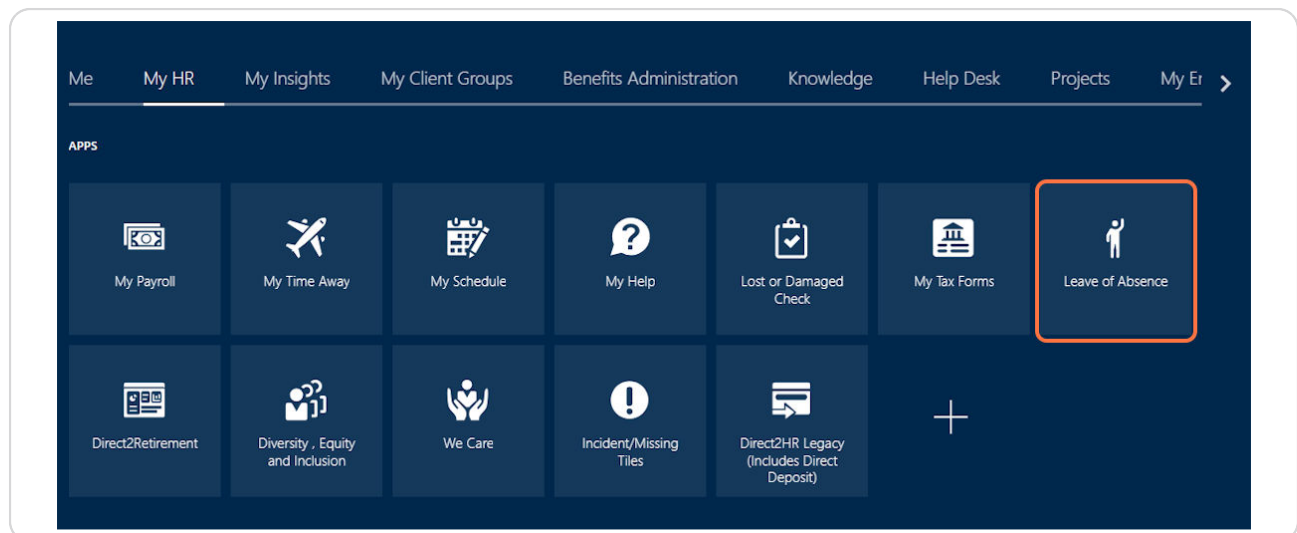
STEP 1

Sign in to mACI then click on my HR.



STEP 2

Click on Leave of Absence tile.



STEP 3

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)

Rate this article

Your rating of New Leave of Absence Form

★★★★☆

Average rating of 2.72 stars

Do you still need help?

Create Request

STEP 4

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.

The screenshot shows the 'New Help Desk Request' form. At the top, there is a dark blue header with the title 'New Help Desk Request' and two buttons: 'Cancel' and 'Save'. Below the header, there is a text input field for 'Subject' with the value 'New leave of absence'. To the right of this field is a small 'Required' label. Below the subject field, there are two dropdown menus. The first is 'Primary Point of Contact' with a red border around it, showing a user profile icon and the name 'Christina Adams'. The second is 'Request Category' with a 'Required' label below it. The form has a light gray background and a dark blue border.

STEP 6

In the Request Category dropdown, select leave of absence

The screenshot shows the 'New Help Desk Request' form with the 'Request Category' dropdown menu open. The dropdown menu lists several categories: 'Associate Listening (Surveys)', 'Benefits', 'Gift Card / Cash Award', 'Knowledge', 'Learning Course Issues', 'Leave of Absence' (which is highlighted with a red border), 'Onboarding / New Hire issues', and 'PTO, VAC, OTHER'. The 'Leave of Absence' option is the one to be selected. The form fields for 'Subject' and 'Primary Point of Contact' are visible in the background, along with a 'Detailed Description' text area.

STEP 7

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

This category is used for/when applying LOA or submit information regarding an LOA to the Centralized Leave Team.

Nature of request ▼

- Apply for LOA
- Update Existing LOA
- Report intermittent leave time off
- Return from LOA
- Submit supporting Document
- Call Center Inquiry

STEP 8

Type in a valid Phone Number for yourself

Nature of request
Apply for LOA ▼

Contact Phone Number
Required

If applicable, do you want to integrate any sick pay, or PTO/FTO or vacation to top-up your pay to 100%?

This may be required by your division pay policy. The STD plan has a 1-week elimination period (unpaid); if you want to be paid during the first week, you are responsible for entering sick pay, or PTO/vac/FTO if you do not have sick pay.

Note: If approved, STD benefits for non-union associates will pay 100% of your pay for 6 weeks after the elimination period. Beginning in week 8, STD will pay 60%.

Supplement leave pay
Required

STEP 9

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.

If applicable, do you want to integrate any sick pay, or PTO/FTO or vacation to top-up your pay to 100%?

This may be required by your division pay policy. The STD plan has a 1-week elimination period (unpaid); if you want to be paid during the first week, you are responsible for entering sick pay, or PTO/vac/FTO if you do not have sick pay.

Note: If approved, STD benefits for non-union associates will pay 100% of your pay for 6 weeks after the elimination period. Beginning in week 8, STD will pay 60%.

Supplement leave pay

NO

YES

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? *

What is your expected or estimated return to Work Date?

Required

How would you like to receive your LOA packet

STEP 10

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.

Floating Holidays ☐

PTO ☐

Sick Time ☐

Vacation Time ☐

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? * ?

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? * ?

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 13

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...

This screenshot shows the Step 13 form. It includes a text input field for weekly hours, a required dropdown for the reason for leave (with 'NO' selected), a dropdown for the LOA packet delivery method, and a dropdown for documentation status.

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

Required

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

NO

YES

How would you like to receive your LOA packet?

Do you have any documentation supporting your request for LOA?

STEP 14

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

This screenshot shows the Step 14 form with the dropdown menu open. The menu lists various leave types, with 'Care of a Family Member' highlighted. A 'Detailed Description' link is visible at the bottom of the menu.

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

Required

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

NO

If this request is not for your own medical condition, select the Leave type:

- Adoption / Foster Care
- Bereavement
- Care of a Family Member
- Child Bonding
- Intermittent (not continuous)
- Military
- Personal (non medical)
- Personal protected leave

Detailed Description

STEP 15

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?

Is this leave request for your own medical condition other than pregnancy?
NO

If this request is not for your own medical condition, select the Leave type:
Care of a Family Member

Select the type of your family member

Is the Leave Continuous or Intermittent? * ⓘ

what is your expected LOA start date

What was your last working day? * ⓘ

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

How would you like to receive your LOA packet

Do you have any documentation supporting your request for LOA?

STEP 16

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

Do you have any documentation supporting your request for LOA?

Detailed Description

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

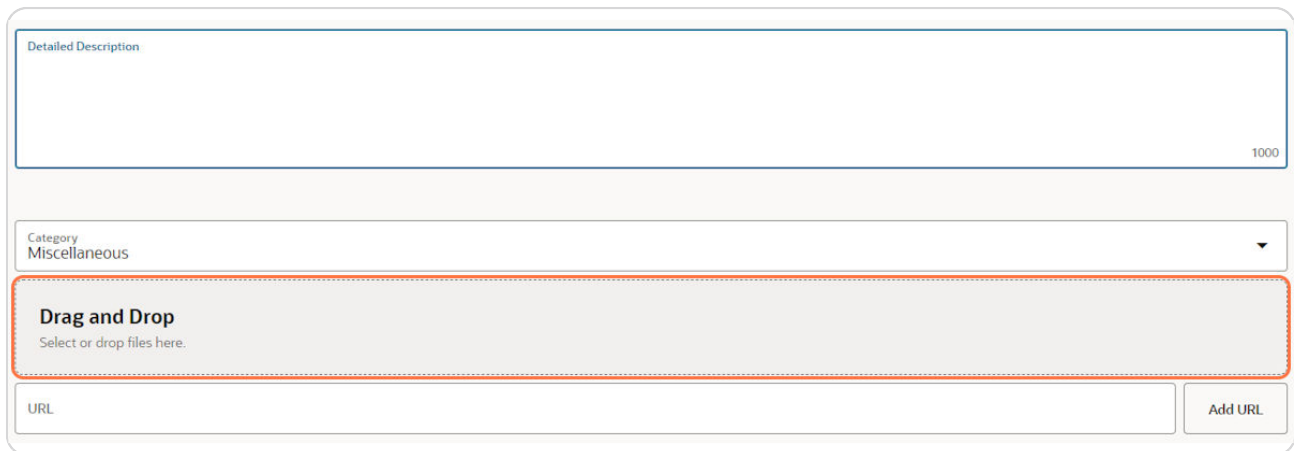
Select or drop files here.

URL

Add URL

STEP 19

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

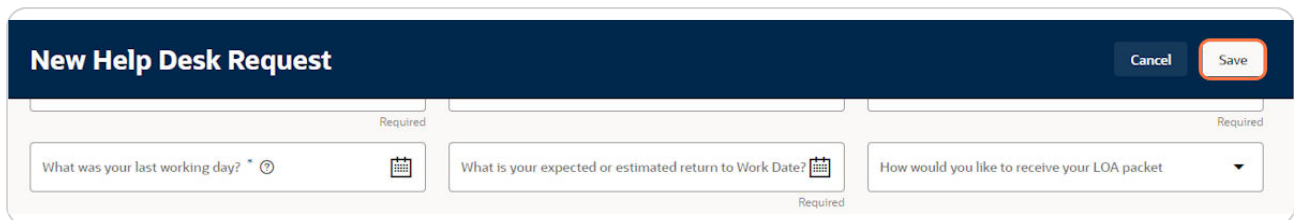


A screenshot of a web form for Step 19. At the top is a large text area labeled "Detailed Description" with a character count of "1000" in the bottom right corner. Below this is a dropdown menu labeled "Category" with "Miscellaneous" selected. Underneath the dropdown is a "Drag and Drop" section with a dashed border and the text "Select or drop files here." At the bottom of the form is a "URL" input field and an "Add URL" button.

STEP 20

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



A screenshot of a web form for Step 20, titled "New Help Desk Request". In the top right corner, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red border. The form contains three required fields, each marked with a calendar icon and the word "Required" above it. The first field is "What was your last working day? *". The second field is "What is your expected or estimated return to Work Date?". The third field is "How would you like to receive your LOA packet" with a dropdown arrow. The "Required" label is positioned below the second field.

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