Employee User Guide – Leave Request

Contents

Employee Overview ........................................................................................................................................... 1

Employee Access to Submit a Leave Request .......................................................................................... 1

Employee Access to View a Leave Request ............................................................................................ 14

Employee Overview

This user guide will show employees how to submit and view leave requests for family and medical reasons (i.e., employee’s own serious health condition, birth or placement of a child, etc.) in ConnectCarolina. The UNC Leave Administration Team created this online submission format to make leave requests simpler and more consistent.

Employee Access to Submit a Leave Request

Log into ConnectCarolina.unc.edu

Navigate to Self Service
Select the My Benefits Tile on Self Service Homepage of ConnectCarolina.

Select the ‘Submit a Leave Request’ link under the Leave folder.
The page will display an overview of the online family and medical leave request form. The purpose of this form is to request time off work for family and medical leave reasons. If leave is needed for some other reason, this form should not be completed. Prior to submitting the request, we recommend that you review the University’s [Family and Medical Leave policy](#).

When selecting the next button, the employee will receive the following warning message which explains this form cannot be saved after it is started. If the employee selects ‘cancel’ or the system times out, the answers will not save and the employee will need to start the process from the beginning.

The following page will display employment information specific to the employee submitting the form. Employees are required to select their departmental HR Representative using the search prompt (magnifying glass). This individual will be copied on communications related to this leave request. Select the appropriate person from the list search results. If you do not know who your HR Representative is, select the [HR Officer for your school or division](#).
Employees are also required to indicate their Regular Work Schedule and Preferred Phone.

Adding a preferred email is optional. If the preferred email field is completed, then that email address will be used for all leave communications for this leave case (i.e., eligibility notice, approvals, etc.).

This page will also allow the employee to select the reason for this leave request. Options include:

- Employee’s Serious Health Condition
- Family Member’s Serious Health Condition
- Birth of a child and to bond with the newborn
- Placement of child with employee for adoption or foster care and to bond with the new child
- Military Family Leave for Qualifying Exigency
- Military Caregiver Leave
A leave reason must be selected prior to moving forward or the employee will receive an error message.

<table>
<thead>
<tr>
<th>Leave Reason</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee's Serious Health Condition</td>
<td>No</td>
</tr>
<tr>
<td>Family Member's Serious Health Condition</td>
<td>No</td>
</tr>
<tr>
<td>Birth of a child and to bond with the newborn</td>
<td>No</td>
</tr>
<tr>
<td>Placement of child with employee for adoption or foster care and to bond with the new child</td>
<td>No</td>
</tr>
<tr>
<td>Military Family Leave for Qualifying Exigency</td>
<td>No</td>
</tr>
<tr>
<td>Military Caregiver Leave</td>
<td>No</td>
</tr>
</tbody>
</table>

In addition, these questions will determine which fields are shown on the following page. Here is an example of the supplemental questions that display when an employee selects the leave reason of Birth of a child and to bond with the newborn.

A leave reason must be selected to continue to next page.

Only one leave reason can be selected per request. If an employee attempts to select more than one reason the prior selected reason will return to ‘No’.

Supplemental questions will populate based on the leave reason selected. These supplemental questions will assist the Leave Team in processing the leave request. In addition, these questions will determine which fields are shown on the following page.
If the employee has another open leave request, they will see a warning message when selecting the next button. This warning message is to remind employees if they need to update the existing request email leave@unc.edu. If this is a new request, select ‘OK’ to proceed.
The Estimated Leave Schedule section explains the leave types available. Employees can select from Continuous Leave, Intermittent Leave, or Reduced Schedule Leave.

Select all the leave types that apply and indicate the estimated start date and return date (day after leave ends) for each period of leave. Complete the dates to the best of your ability. The Leave Team can update the dates later, if needed.

### Continuous Leave

- **Requesting Continuous Leave?** Yes

  - **Continuous Leave Start Date**
  - **Continuous Leave Return Date**

### Intermittent Leave

- **Requesting Intermittent Leave?** Yes

  - **Intermittent Leave Start Date**
  - **Intermittent Leave Return Date**

  *Explain why it is needed and the proposed leave schedule.*

If the leave reason selected was Birth of a child and to bond with the newborn or placement of a child with employee for adoption or foster care and to bond with the new child, an additional question will appear in the intermittent leave section. The
employee must indicate if the department has approved the requested leave schedule.

Reduced Work Schedule Leave is leave taken that reduces the employee’s usual weekly or daily work schedule. In the explanation field the employee should indicate the reduced schedule they are requesting.

If the leave reason selected was Birth of a child and to bond with the newborn or placement of a child with employee for adoption or foster care and to bond with the new child, an additional question will appear in the reduced schedule leave section. The employee must indicate if the department has approved the requested leave schedule.

Intermittent Leave and Reduced Work Schedule Leave can be taken concurrently. Continuous Leave dates cannot overlap with Intermittent or Reduced Work Schedule Leave dates. If overlapping dates are entered, the employee will receive the following error message.

If the request was for Birth of a child and to bond with the newborn and the employee is the birthing parent, the employee will see the Paid Parental Leave for
Recuperation section. When requesting to use recuperation leave, the estimated start date will default to the expected delivery date or child's date of birth added on the first page. The estimated recuperation leave return date will default to 4 weeks after the start date. If the date of birth changes, the Leave Team will update the approval dates.

The Paid Parental Leave policy only applies for certain employee types; therefore, Faculty and temporary employees will not see this section even for the above leave reasons.

If the request was for Birth of a child and to bond with the newborn or Placement of child with employee for adoption or foster care and to bond with the new child, the employee will see the Paid Parental Leave for Bonding section. When requesting to use bonding leave the estimated bonding start and return dates must be completed. Bonding leave must be used for a continuous four-week period and taken within the first 12 months of the birth or placement.
If the request is for an eligible faculty member, the Faculty Serious Illness section will display to provide information about the Faculty Serious Illness policy.

### Faculty Serious Illness Leave

Based on the information provided, you may be eligible for Faculty Serious Illness Leave (FSIL). For more information, visit the Faculty Serious Illness, Major Disability, and Parental Leave policy.

FSIL grants eligible faculty members up to sixty (60) calendar days of paid leave in a fifty-two (52) week period. FSIL runs concurrently with leave taken under the Family and Medical Leave Act (FMLA) if applicable. The Leave Administration Team will review your request and communicate with you and your department regarding your eligibility for FSIL.

If the request is for an eligible faculty member for Birth of a child or Placement of child with the employee for adoption of foster-care and to bond with the new child, the faculty member will see the Faculty Parental Leave section. This section provides information about the Faculty Parental Leave policy and may display supplemental questions.

### Faculty Parental Leave

Based on the information provided, you may be eligible for Faculty Parental Leave (FPL). FPL runs concurrently with Faculty Serious Illness Leave (FSIL) and leave taken under the Family and Medical Leave Act (FMLA) if applicable. For more information, visit the Faculty Serious Illness, Major Disability, and Parental Leave policy. The Leave Administration Team will review your request and communicate with you and your department regarding your eligibility for FPL.

- **During what timeframe in Faculty Parental leave being requested?**
- **Does this employee’s spouse work for the University?**

The Leave Accruals section will populate for employees who track time in TIM. This section will display leave balances for Sick, Vacation, and Bonus. Employees must indicate if any leave balances should be retained and if so, explain the amounts.

### Leave Accruals

Employees have several options for using accrued leave under the Family and Medical Leave (FMLA) policy. In some cases, the specific situation will limit the options available. For more information, see the "Leave Charge Options" section on the Family and Medical Leave entry.

For additional leave types that are not listed or for balances updated after the effective date listed below, view TIM directly.

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>200.47</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>200.6</td>
</tr>
<tr>
<td>Bonus Leave</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Leave Balance</strong></td>
<td><strong>401.07</strong></td>
</tr>
</tbody>
</table>

- **Do you want to retain any leave balances (if allowable)?**
- **Explain what leave and amounts should be retained.**
The Voluntary Shared Leave (VSL) Attestation section will populate for employees who track time in TIM and have less than 160 hours of combined Sick, Vacation, and Bonus leave available. Employees can indicate if they would like to apply for VSL in this section as well as specify if they would like their department to solicit VSL on their behalf.

All employees must read the Employee Leave Certification statements prior to signing and submitting their leave request.

After submitting the leave request, employees will see a results page which includes a link to the Leave Document form. If the employee has a document related to the leave request that they would like to submit at this time they can do so using the link.
After submitting the leave request, the employee, their supervisor, and their HR Representative will receive an email indicating the date the leave request form was submitted, the reason for leave, and instructions on how to view the form.

Successfully Submitted

You have successfully submitted your leave request. Your request will be routed to the Leave Administration Unit to review and determine if you are eligible for Family and Medical Leave and any additional benefits.

If you have a document related to this leave request and you would like to submit the document at this time, visit the Submit a Leave Document eForm link below.

If you do not have related documents to submit at this time, you can add them later using the Leave Document eForm (SelfService > My Benefits Tile > Leave > Submit a Leave Document).

Your supervisor, departmental HR representative, and TIM Administrator will receive an email that you have submitted a leave request and they will be able to view it. No personal health information will be shared with them.

If you have any questions, please email leave@unc.edu.

Submit a Leave Document
Form ID: 2172918

Employee: Erica Guestin | 730069795

Department: 260108 | HR Information Mgmt

Reason: Birth of a Child

This email is notification that the following Leave Request eForm was successfully submitted on
06/22/2023 and will be routed to the Leave Team in the Office of Human Resources for review.

You can view the form by doing one of the following:

1. Erica Guestin (Employee): Log into ConnectCarolina under the Self-Service homepage, select My
   Benefits > Leave > View My Leave Forms

2. Kristine Williams (Supervisor): Log into ConnectCarolina under the Self-Service homepage, select
   HR eForm > Manager eForms > View Direct Report eForms

3. Debbie Cross (HR Representative): Log into ConnectCarolina under the Admin Workcenter
   homepage, select HR Workcenter > Forms > View Employee eForms

Employee: If you need to update or withdraw the request, please send an email to leave@unc.edu
with the Form ID in the Subject Line.

Supervisors: Please review the employee's request for leave. If you have any questions or
concerns, please send an email to leave@unc.edu with the Form ID in the Subject Line.

HR Representative: If you are not the correct HR Representative for this employee, please send an
email to leave@unc.edu with the Form ID in the Subject Line and let us know the correct HR
Representative.

The departmental TIM Administrator will be copied on all subsequent emails related to the
employee's request for leave. If the HR Representative or TIM Administrator contacts are incorrect
or change, please send an email to leave@unc.edu with the Form ID in the Subject Line.

NOTICE TO RECIPIENT: THIS E-MAIL AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION
PRIVILEGED OR PROTECTED BY LAW. IT IS INTENDED FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE,
DISCLOSURE, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED. PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN
ADVANCE FOR YOUR COOPERATION.
Employee Access to View a Leave Request

Select the My Benefits Tile on Self Service Homepage of ConnectCarolina.

Select the ‘View My Leave Forms’ link under the Leave folder.
Employees are required to complete DUO to view leave forms as they may contain sensitive information. Instructions are available on how to set up DUO if the employee has not previously registered.

### Self Service Instructions to Access Leave eForms

- **When accessing forms that contain sensitive employee data 2-Step Verification is required.** 2-Step secures your account by adding a second security measure to your ConnectCarolina username and password.

- **If you have not registered for 2-Step verification:** Please click on the ‘Register for 2-Step’ link below.

- **If you have any issues setting up 2-step verification,** please contact the UNC Help Desk at 919-962-HELP (4357) or at [https://help.unc.edu](https://help.unc.edu).

- If you have questions, please contact [leave@unc.edu](mailto:leave@unc.edu).

![Verify with 2-Step](image)

- [Register for 2-Step](#)
- [Check 2-Step Registration](#)

After completing the DUO prompt, the employee can continue to ‘View My Leave Forms’.
Self Service Instructions to Access Leave eForms

- **When accessing forms that contain sensitive employee data 2-Step Verification is required.** 2-Step secures your account by adding a second security measure to your ConnectCarolina username and password.

- **If you have not registered for 2-Step verification:** Please click on the 'Register for 2-Step' link below.

- **If you have any issues setting up 2-step verification**, please contact the UNC Help Desk at 919-962-HELP (4357) or at [https://help.unc.edu](https://help.unc.edu).

- If you have questions, please contact leave@unc.edu

[Continue to Leave Form]

Register for 2-Step
Check 2-Step Registration

When landing on the search page the employee must select the search button to see the form list.

![SEARCH: View a Leave eForm](image)

When the employee selects the Search button, the search page will display all Leave Requests and Leave Documents submitted regardless of their status (approved, denied, pending). Employees can select the Leave Request they want to view from the list and the form will open.
If you have questions or need assistance, please call the Benefits, Leave Administration, & Total Wellbeing department in the Office of Human Resources at 919-962-3071 or email leave@unc.edu.