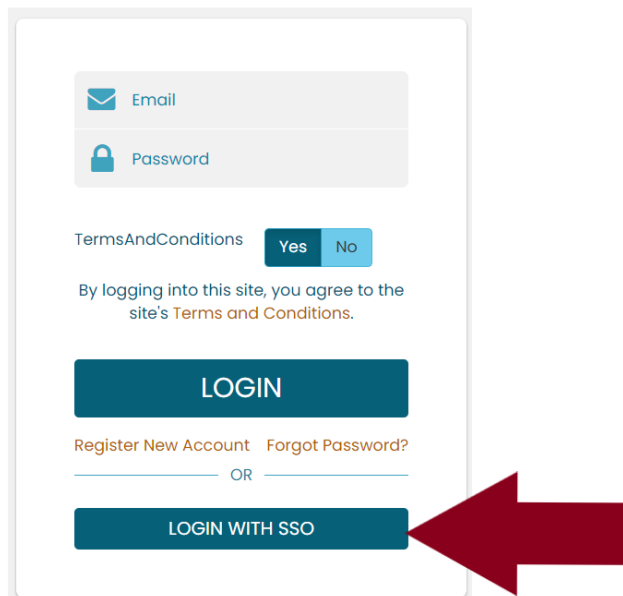


How to Request FMLA/TD Leave of Absence

To submit a request for leave, please click the **LOGIN WITH SSO** when you go to <https://cypress-fairbanks.ess-absencetracker.com/>. You will then be prompted to enter your network login and password information. Once in the AbsenceTracker portal, an employee can request new a case/leave or check the status of current and past cases.



The image shows a login form for the AbsenceTracker portal. It includes an email input field, a password input field, and a Terms and Conditions section with 'Yes' and 'No' buttons. Below this is a 'LOGIN' button, followed by links for 'Register New Account' and 'Forgot Password?'. An 'OR' separator is present, and at the bottom is a 'LOGIN WITH SSO' button. A large red arrow points to the 'LOGIN WITH SSO' button.

Also, communicate with your supervisor regarding the anticipated need for leave.

Typically, employees are requested to submit leave requests 15-30 days in advance, or soon as is reasonably possible. You may contact your leave specialist directly by utilizing the [List of Leave Specialist Assignments by Campus/Department](#).