## **Applying for Leave Using the On-Line System**

To apply for a Family Medical, ADA, Non-Renewable, Military or Personal Leave, follow the 6 steps noted below:

1. <u>RequestaLeave.rideuta.com</u> Go to bottom of the page and click "Request a Leave" and follow the instructions.

-or-

## http://utanet

Go to the Administration button and select Human Resources. Click "Request a Leave" and follow the instructions.

2. The first screen will ask for your email address. Employees can use their rideuta.com email address or their personal email address.



3. Select the type of leave desired.

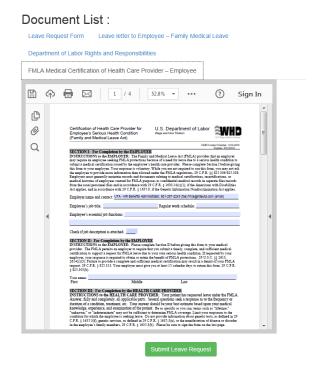


4. Fill out the leave of absence request form.



5. From the "Document List", either print or save the documentation. This information is important as it contains details as to how your leave will be processed and outlines your responsibilities while on the leave of absence. If you are applying for a Family Medical Leave you must print the FMLA Medical Certification document and have your physician complete the document which must be returned to the Benefits Administrator within 15 days of the leave request.





6. Submit your Leave Request. Once the leave request is submitted, UTA's Benefit Administrator will be in contact with you within 5 business days to advise you of the status of your leave request. You will receive a confirmation "thank you" notification to ensure the leave request was entered correctly.

## Thank You

Thank you for submitting your leave request form. It has been sent to HR for consideration and approval. Please check back with HR, your supervisor/manager, or Office Specialist to get an update as to the status of your request.