


## LEAVE MANAGEMENT PROCESS

Employees in need of a leave of absence for their own medical condition or a family member's medical condition can initiate a leave request with the Creighton University Benefit Solution Center online or via telephone. The Creighton University Benefit Solution Center will log the employee's leave request and send them necessary paperwork (via USPS mail) to complete. Employees can track the status of their leave request within the leave management portal. Additionally, our human resources benefits team and generalists will have online access to employee leave requests to allow assistance as needed.

Employees can view a list of Frequently Asked Questions or submit a question electronically by clicking on the question mark icon  on their dashboard within the Leave Management portal.

## HOW TO INITIATE A LEAVE REQUEST

Employees can initiate a leave request online or via telephone.

### VIA TELEPHONE

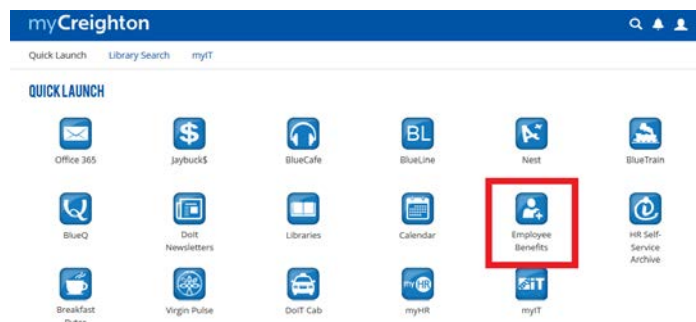
1. Call **866-903-8216** to speak with Creighton University Benefit Solution Center representative to initiate your leave request or ask questions regarding leave.

The Creighton University Benefit Solution Center is open Monday – Friday, 8 am to 6 pm (central).

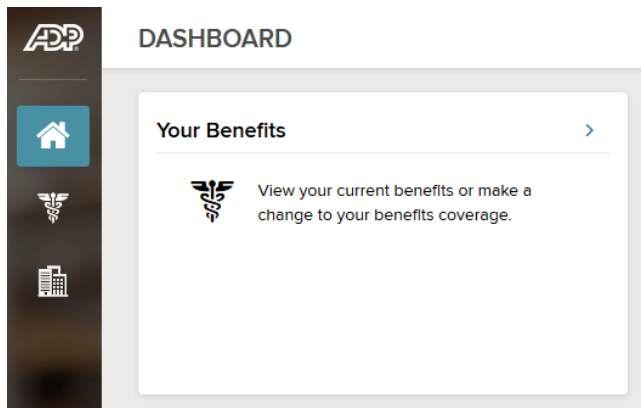
2. Press 2 to access the Leave Management team.

### ONLINE

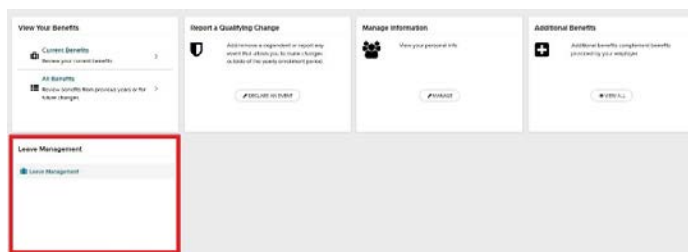
1. Log-in to [myCreighton](#) using your netID and blue password.
2. Click on the **'Employee Benefits'** icon.



3. Click on the **'Your Benefits'** box.



4. Click on **'Leave Management'**.



5. Click on **'Request Leave'**.



6. Complete the leave request by answering all questions and requests for information.
7. After answering all questions and providing requested information, click 'Submit'.