

## Requesting a Leave of Absence Online

### Getting Started – Notify your manager, and


Review the [LOA Checklist](#). This and other resources are available on the Cedars-Sinai intranet.

- Go to <http://web.csmc.edu/administrative/human-resources/>
- Select “My Benefits” and “[Leave and Disability Management Resources](#)”

### Manage your leave by registering for MyLeave, our online self-service portal

MyLeave allows you to request a new leave, extend an existing leave, check the status of a leave and print forms.

#### Registering for MyLeave

- Go to <http://myleave.itimebank.com> and click on the  button.
- A registration code is not needed. Enter your Cedars-Sinai email address, for example, [firstname.lastname@cshs.org](mailto:firstname.lastname@cshs.org).
- Enter your Company Employee ID, which is the same as your Employee ID number. Your Employee ID number is a 4-5 digit number that can be found at the top of each paycheck stub.
- Your login and password AFTER registering will be your Cedars-Sinai email address used to register and the password you created during registration.
- For a continuous leave apply 30 to 60 days before your anticipated first day of leave.
- For an intermittent leave, download the Certification of HealthCare Provider form. Once this form is completed by your healthcare provider, fax it to our offices at (310) 473-0018.

### Checking the Status of your Leave

**You may check the status of your leave 24/7 by logging into your My Leave Account!**

It can take up to three business days to review and process leave requests. Please allow three full business days after you or your health care provider have faxed your certification before logging into the system to check your leave status.

#### Leave Status Terms

- **Pending:** means we are still waiting for the Certification of Health Care Provider form to be faxed to (310) 473-0018, processed, and reviewed.
- **Approved:** means we have received all proper documentation and have informed your manager and mailed you an approval letter.
- **Denied:** means leave was denied for one of three reasons: certification was not received on time, certification was incomplete, or the reason for the leave you requested does not qualify.

You may contact us directly by email at [GroupLDM@cshs.org](mailto:GroupLDM@cshs.org), or fax your request to our offices at (310) 473-0018