

Softdocs etrieve - Form Instructions

OPC Request for Leave of Absence

Direct link to form: <https://dom.etrieve.cloud/central/forms/151>

The screenshot shows the 'etrieve' web application interface. On the left, there's a sidebar with 'Submissions' and 'Forms' tabs. Under 'Forms', there's a search bar and a list of available forms categorized by department: Business Office, Information Technology, and Office of Justice, Equity and Inclusion. The main content area displays the 'Request for Leave of Absence V1' form, which is a draft. The form header includes the Dominican University logo and name. The form title is 'Request for Leave of Absence'. Below the title, it says 'Form started by: staff or faculty'. The 'Employee Information' section contains four autofill fields: Employee DU ID (9), Employee Full Name (Marjorie Luce), Employee DU Email (mluce1@dom.edu), and Supervisor DU ID (6). At the bottom right, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:


1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of People and Organizational Culture” section (or search form name in box at top)
4. Click on desired form

Workflow process:

1. The employee starts/opens the form and their DU ID, full name, & email autofill.
2. The employee completes all sections and signs. Add attachments, if available.
3. The employee receives an email confirming submission.
4. The supervisor adds approved start/end dates and signs.
5. OPC approves or denies and completes “office only” area.
6. The employee receives an email of approval or denial.
7. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:

**DOMINICAN UNIVERSITY**
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

Request for Leave of Absence

Form started by: staff or faculty

Employee Information

Employee DU ID

9[REDACTED]

Autofill based on person completing form

Employee Full Name

Marjorie Luce

Autofill based on person completing form

Employee DU Email

mluce1@dom.edu

Autofill based on person completing form

Supervisor DU ID *

6[REDACTED]

Supervisor Full Name *

Peterson, Pete

Supervisor DU Email *

ppeterson@dom.edu

Request Information

Reason for Request *

FMLA for Family Member

FMLA includes... Birth, adoption or placement of child. Employee's own illness. Care of seriously ill child, spouse or parent.

Requested Start Date *

11/08/2025

Requested End Date *

12/13/2025

Please read your [Family and Medical Leave Act \(FMLA\)](#) rights on the U.S. Department of Labor (DOL) website. This website has any [FMLA form](#) that might need to be submitted.

Required FMLA form

- [FMLA for Self](#)
- [FMLA for Family Member](#)
- [Military](#) (foreign deployment of spouse, child, or parent)
- [Military](#) (family member in current service with serious injury or illness)
- [Military](#) (family member is veteran with serious injury or illness)

No FMLA form required if "reason for request" is:

- Personal
- Humanitarian

****For non-FMLA, other documentation may be required by OPC at a later date*****

Supporting Documentation will be required by the Office of People and Organizational Culture (OPC). It may be attached now (below) or emailed to the office later (opc@dom.edu).

Before attaching

Attach FMLA Form

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files

Attach Supporting Document

PDF and JPEG only

Drag and drop files here to upload



— OR —

+ Browse Files

After attaching



Attach FMLA Form

PDF and JPEG only

✓ [Test Attachment.pdf](#)  

Attach Supporting Document

PDF and JPEG only

✓ [Test Attachment.pdf](#)  

Signatures

Employee Signature *

I understand that this constitutes my legal signature on this document.

Employee Signature Date *

📅

⬇ Save
+ Add Attachment(s)
➡ Submit

Signatures

Employee Signature

I understand that this constitutes my legal signature on this document.

11/08/2025 at 04:10 PM EST

Employee Signature Date *

📅

Supervisor Approved Start Date *

📅

Supervisor Approved End Date *

📅

Supervisor Signature *

Alex Carlson

Supervisor Signature Date *

📅

⬇ Save
🔒 Unlock
✓ Approve

<
November 2025
>

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today
Clear

📅

DON'T FORGET TO...

Submit or Approve (as applicable)

Form errors:

All boxes with red asterisk must be completed to “submit” the form.

The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. Below the input field, a red error message states "Employee Signature Date is required". At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error banner at the bottom of the form reads: "The form failed to submit due to validation errors. Please check the form and try again."

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

The screenshot shows the "etrieve" interface with two tabs: "Submissions" and "Forms". The "Forms" tab is active. Below the tabs is a search bar labeled "Search". Under the "Drafts" section, there is a dropdown menu showing "1" draft. To the right of the dropdown is an "Edit" link. Below the dropdown, a table lists the draft form:

Directory Photo Opt Out	11/17/2025
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At the bottom of the table, there is a link "Available Forms" and a "Collapse all" link.

The screenshot shows the details of the draft form. It has a "Drafts" dropdown menu with "1" draft. To the right of the dropdown is a close button (X). Below the dropdown, there are two links: "Delete Selected" and "Unselect All". Below these links, a table lists the draft form:

<input checked="" type="checkbox"/> Directory Photo Opt Out	11/17/2025	
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The screenshot shows the form action buttons. From left to right, there is a "Delete Draft" button with a trash icon, a "Save" button with a download icon, an "+ Add Attachment(s)" button, and a "Submit" button with a paper plane icon.