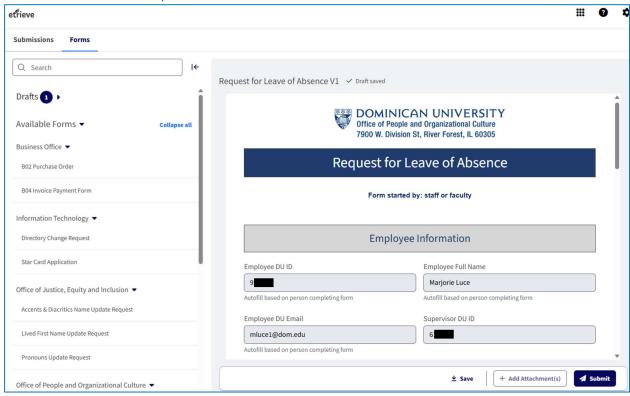
Softdocs etrieve - Form Instructions

OPC Request for Leave of Absence

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



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=C neTR2sN8Jk & RequestorType=Service

Example screenshots:



Request for Leave of Absence

Form started by: staff or faculty

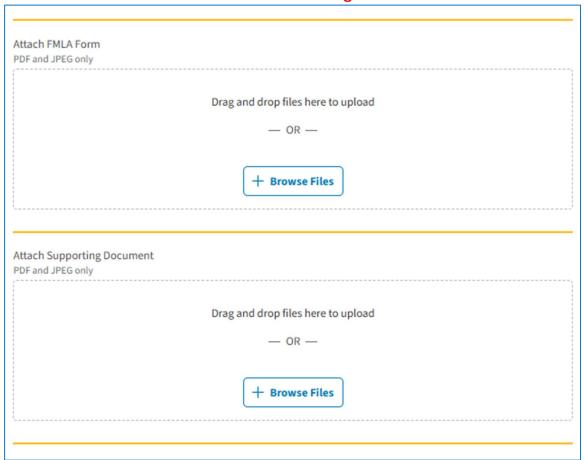
Employee Information Employee DU ID Employee Full Name Marjorie Luce Autofill based on person completing form Autofill based on person completing form Employee DU Email Supervisor DU ID * mluce1@dom.edu Autofill based on person completing form Supervisor DU Email * Supervisor Full Name * Peterson, Pete 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 * Requested End Date * 11/08/2025 12/13/2025 Please read your <u>Family and Medical Leave Act (FMLA)</u> rights on the U.S. Department of Labor (DOL) website. This website has any <u>FMLA form</u> that might need to be submitted. Required FMLA form Fill A 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

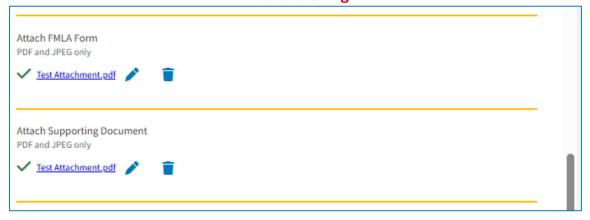
For non-FMLA, other documentation may be required by OPC at a later date*

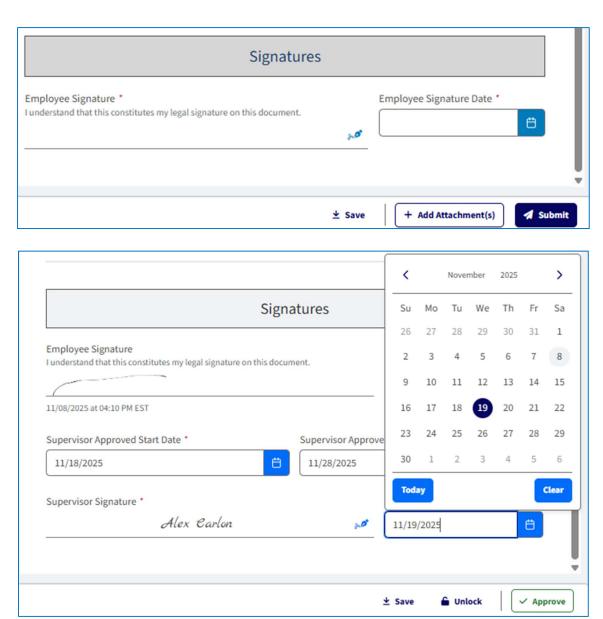
Supporting Documentation will be required by the Office of People and Organizational Culture (OPC). It may be attached now (below) or emailed to the office later (opc@dom.edu).

Before attaching



After attaching

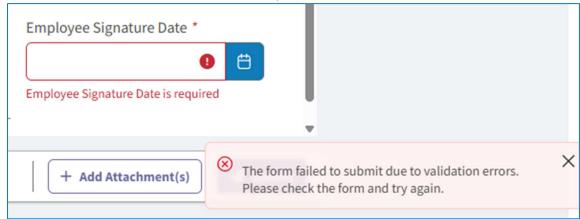




DON'T FORGET TO...
Submit or Approve (as applicable)

Form errors:

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



Draft form:

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

