

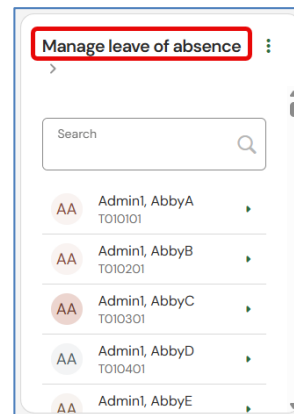
Entering a Leave Case

This job aid covers how to add a leave case for employees who meet the eligibility requirements. You can start a leave case from multiple places in eSTART, this job aid will use the Manage Leave of Absence tile and the Employee Search. In this example we will add Continuous 2-week case for a serious health condition.

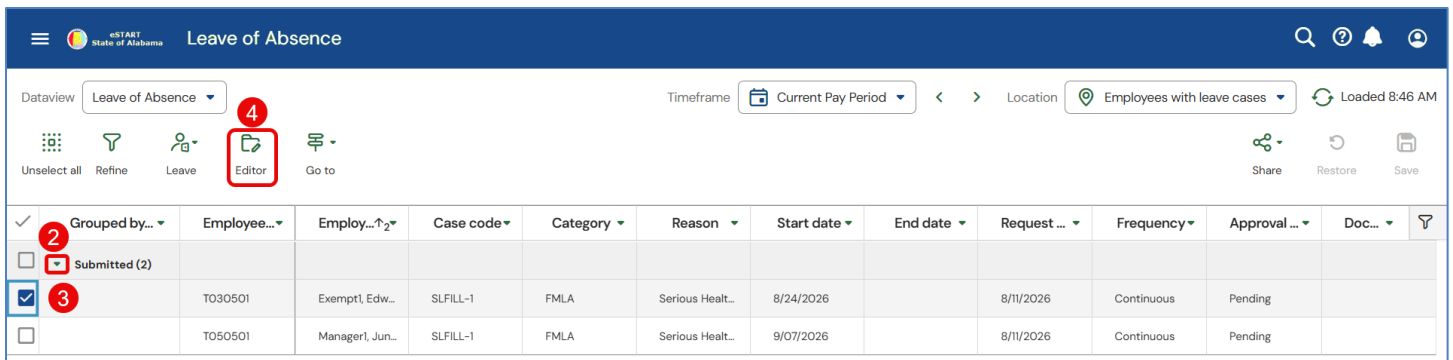
From the Manage Leave of Absence Tile

Use the **Manage Leave of Absence** tile if the employee or their Manager has initiated the Leave of Absence request.

1. Click the Manage leave of absence tile header.



The Leave of Absence page displays with the grid collapsed.



The screenshot shows the 'Leave of Absence' page with a grid of leave cases. The 'Editor' button is highlighted with a red box and labeled with a red circle 4. The 'Submitted (2)' link is highlighted with a red circle 2. The first row of the table is highlighted with a red circle 3.

✓	Grouped by...	Employee...	Employ...↑2	Case code	Category	Reason	Start date	End date	Request ...	Frequency	Approval ...	Doc...	Filter
☐	Submitted (2)												
☒		TO30501	Exempt1, Edw...	SLFILL-1	FMLA	Serious Healt...	8/24/2026		8/11/2026	Continuous	Pending		
☐		TO50501	Manager1, Jun...	SLFILL-1	FMLA	Serious Healt...	9/07/2026		8/11/2026	Continuous	Pending		

2. Click the caret  next to Submitted to expand to see your leave cases.
3. Select one or more cases to work.
Note: If more than one case is selected all cases will be available using the Employee drop-down or arrows on the Leave of absence case editor page.
4. Click the **Editor** button.

Note: You may create a new case by selecting the **Leave** button, then select **Add Case**.

≡

State of Alabama

Leave of absence case editor

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👤

Employee

SLFILL-1: Exempt1, Edw...

< 1 of 2 >

👤

Landing page

🔍

Audits

📅

Calendar

🕒

Takings

🕒

Leave time

⊕

Add case

📌

Go to

⊖

Delete case

👤

SLFILL-1
Exempt1, EdwardE
T030501

Case status

Submitted

Case approval status

Pending

Start date

Mon 8/24/2026

End date

--

See more

Case details

5

Edit

Case code *	SLFILL-1	Initial request date *	Tue 8/11/2026	Paid amount *	8:00
External code	--	Category *	FMLA	Tracking amount *	8:00
Case status *	Submitted	Reason *	Serious Health Condition	Day defaults *	Monday, Tuesday, Wednesday, Thursday, Friday
Case approval status *	Pending	Frequency *	Continuous	Start time *	8:00 am
Start date *	Mon 8/24/2026			Commit to *	Timecard
End date	--			Transfer	--
				Override scheduled shifts	No
				Create open shift	No

- The Edit Case Details slider opens on the right-hand side. Update the appropriate fields including:

- ×

Edit case details

Category *

FMLA

Reason *

Serious Health Condition

Frequency *

Continuous

Case index

1

Case code *

SLFILL

External code

Start date *

8/24/2026

End date

Clear

Initial request date *

8/11/2026

Case status

Submitted

Case approval status

Approved

> Case defaults* •

Edited

Cancel

Apply

Entering a Leave Case

From the Employee Search

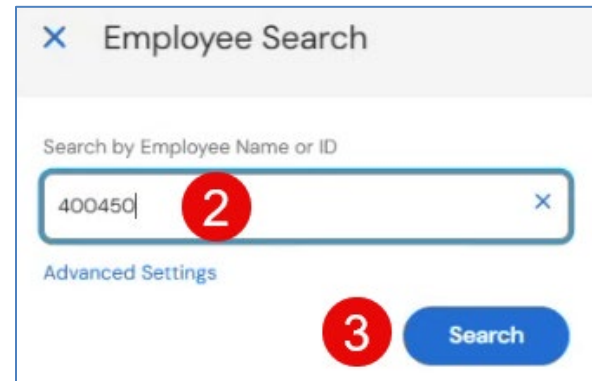
You may start a new leave case from the Employee Search.

From the home page:

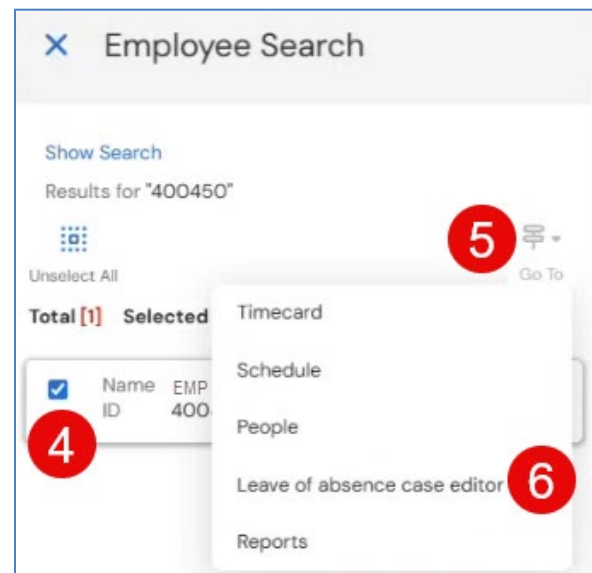
1. Click the **Search** icon in the upper right-hand Corner of the screen.



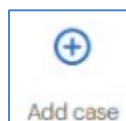
2. Search for the employee by last name or employee ID.
3. Click the **Search** button.

A screenshot of the 'Employee Search' form. It has a title bar with a close button and the text 'Employee Search'. Below the title bar is a search input field with the placeholder text 'Search by Employee Name or ID'. The input field contains the text '400450'. To the right of the input field is a red circle with the number '2'. Below the input field is a link for 'Advanced Settings'. At the bottom right is a blue 'Search' button with a red circle and the number '3' next to it.

4. Click the check box of the desired employee.
5. Click the **Go To** drop-down.
6. Click **Leave of absence case editor**.

A screenshot of the 'Employee Search' results page. The title bar shows 'Employee Search'. Below it is a 'Show Search' link and the text 'Results for "400450"'. There is a table with one row showing a checked checkbox, the name 'Name', and the employee ID 'EMP ID 400'. A red circle with the number '4' is next to the checkbox. To the right of the table is a 'Go To' dropdown menu with a red circle and the number '5' next to it. The dropdown menu is open, showing options: 'Timecard', 'Schedule', 'People', 'Leave of absence case editor', and 'Reports'. The 'Leave of absence case editor' option is highlighted with a red circle and the number '6'.

The Leave of absence case editor page displays.



7. Click the **Add case** button.

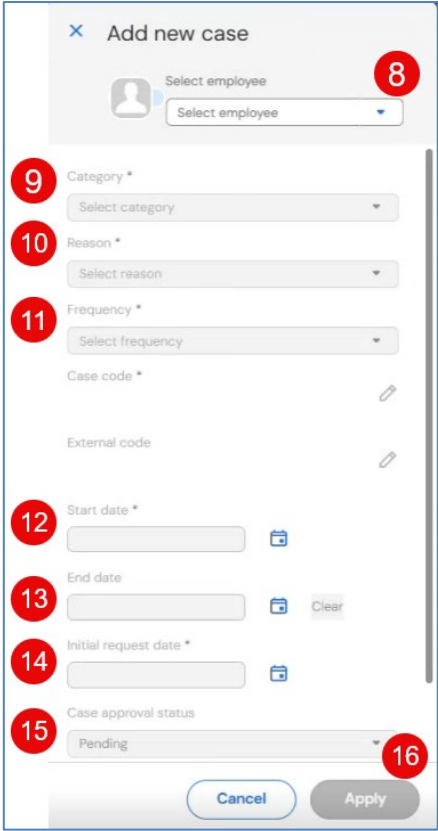
Entering a Leave Case

The **Add new case** right-hand slider opens.

8. Select the employee from the drop-down.
9. Select the **Category** (i.e., FMLA).
10. Select the **Reason** (i.e., Serious Health Condition).
11. Select the **Frequency**.
12. Enter the **Start Date**.
13. Enter the **End Date**.
14. Enter the **Initial request date**.
15. Select **Approved** from the **Case approval status** drop-down.

Note: The **Case defaults** are set to eight hours, Monday thru Friday but may be changed.

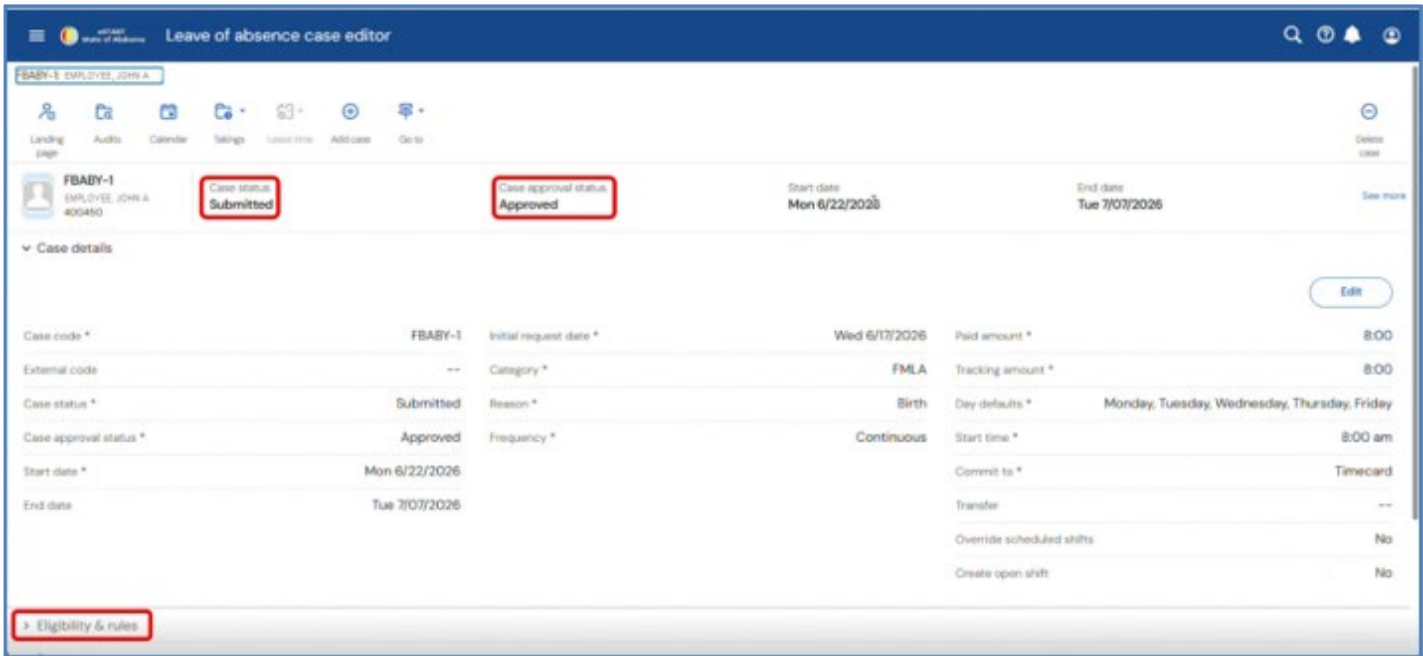
16. Click the **Apply** button.



The screenshot shows the 'Add new case' form with the following elements highlighted by numbered red circles:

- 8: Select employee dropdown
- 9: Category dropdown
- 10: Reason dropdown
- 11: Frequency dropdown
- 12: Start date input field
- 13: End date input field
- 14: Initial request date input field
- 15: Case approval status dropdown (set to Pending)
- 16: Apply button

The Leave of absence case editor screen displays with the details of the leave case. Notice the Case status is submitted, and the Case approval status is Approved. The case was marked approved on the previous screen (step 15). The Case submitted status is not approved yet, you will take care of that in the next section.



The screenshot shows the 'Leave of absence case editor' screen for employee FBABY-1. The case status is 'Submitted' and the case approval status is 'Approved'. The start date is Mon 6/22/2026 and the end date is Tue 7/07/2026. The case details section shows the following information:

Field	Value
Case code *	FBABY-1
Initial request date *	Wed 6/17/2026
Paid amount *	8:00
External code	--
Category *	FMLA
Tracking amount *	8:00
Case status *	Submitted
Reason *	Birth
Day defaults *	Monday, Tuesday, Wednesday, Thursday, Friday
Case approval status *	Approved
Frequency *	Continuous
Start date *	Mon 6/22/2026
Start time *	8:00 am
End date	Tue 7/07/2026
Commit to *	Timecard
Transfer	--
Override scheduled shifts	No
Create open shift	No

The 'Eligibility & rules' section is highlighted with a red box at the bottom left.

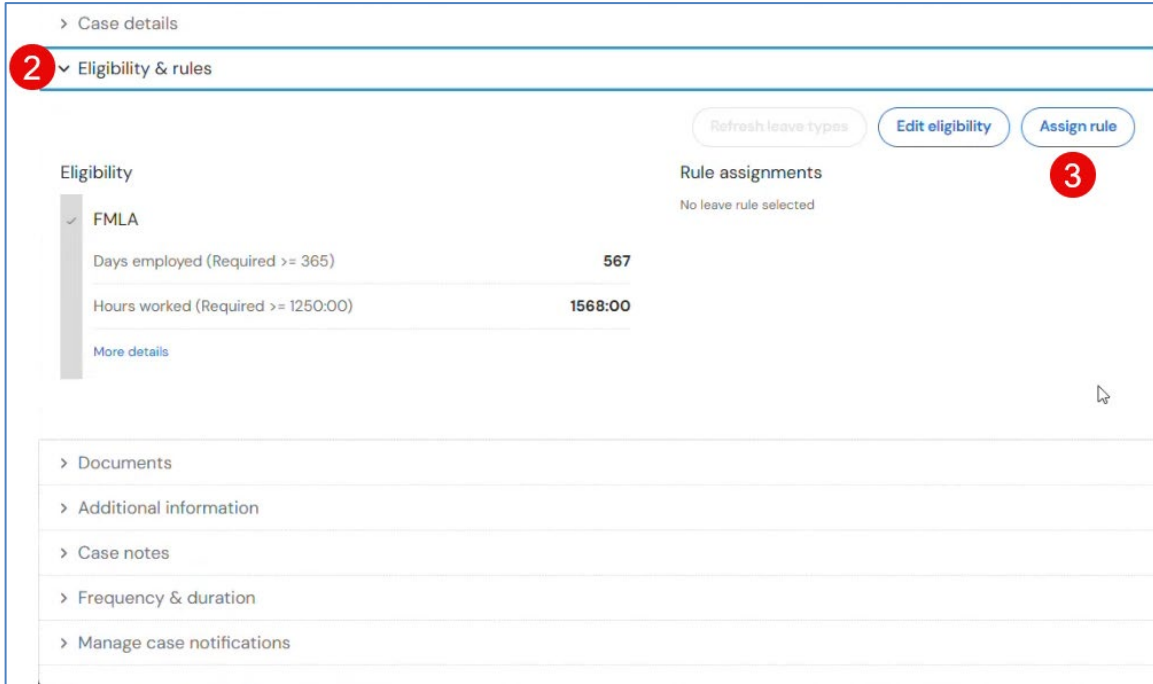
17. Skip to the **Eligibility & Rules** section of this guide.

Entering a Leave Case

Eligibility & Rules

1. Scroll down to the bottom of the Leave of absence case editor page.
2. Click the **Eligibility & rules** collapse arrow to expand.

In this example our employee is eligible so no need to edit eligibility.



Note: During the first year an Agency is on eSTART the previous worked hours will not be available. Click the **Edit eligibility** button to bypass the eligibility. Once the Agency has been using eSTART for 365 days, the eligibility will be correct.

3. Click the **Assign rule** button to approve the leave case.

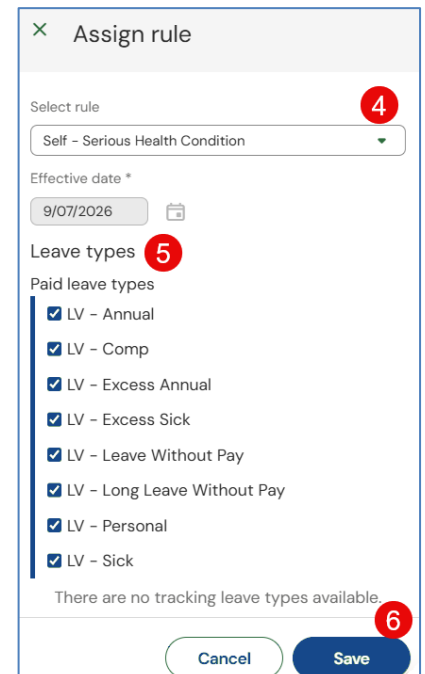
The Assign rule right-hand slider opens with the Select rule defaulted to Self-Serious Health Condition. You must select the correct rule each time.

Note: The **Paid leave types** display based on the selected rule.

4. Select the **Select** rule drop-down and select the appropriate rule (i.e., Serious Health Condition).
5. **Deselect** the Paid leave types **not** using.
Note: If using the cascade leave all checked.
6. Click the **Save** button.

The case is now Open and Approved. Case status has changed to Open.

Note: The Documents drop-down has the available FMLA documents. The Frequency & Duration drop-down is available for intermittent cases to complete as needed. Manage case notifications will not be used.

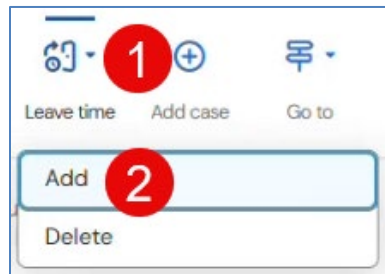


Entering a Leave Case

Add Time to the Timecard

Now that the leave case has been opened and approved you need to add the time to their timecard.

1. Click the **Leave Time**.
2. Click **Add**.



The **Add leave time** right-hand slider opens.

3. Add the days to the calendar.

You may select Individual Dates, like in the example to the right. Notice the dates with the blue outline. Or you may choose to use the Date range.

Note: If there are holidays during the leave, use the individual dates option. Do not select the holiday and be sure to adjust your time if needed. Like in the example to the right, 10 days, June 22 – July 6, skipping July 3.

Holidays are indicated on the calendar:

- When the employee has a schedule, the holiday is

marked with 3-dots below the purple box

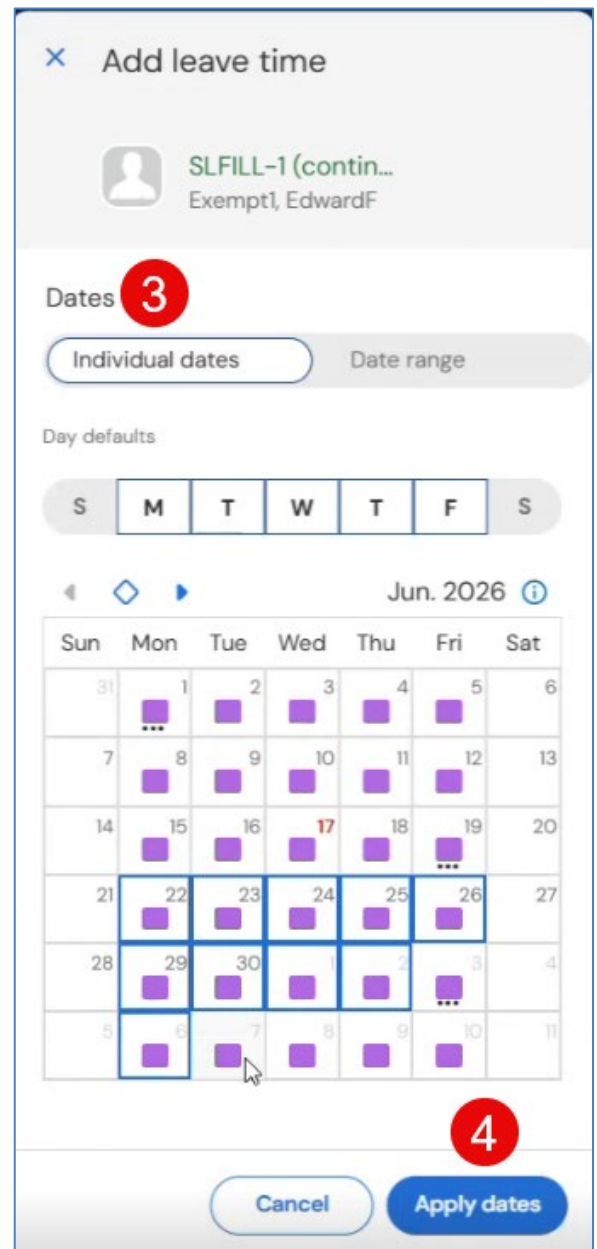


- When the employee does not have a schedule the

holiday is marked with a flag



4. Click the **Apply dates** button.
5. The screen redisplay with a summary of the information entered. Click the **Review** button.
6. The screen now displays the total hours used for FMLA. Click the **Submit** button.
7. Click **Go To** and **Timecard** to review entries added.



Entering a Leave Case



The Pay code on the timecard will display the case code, not the pay code. To view the pay code, use the totals tab and select the last day of the leave to see the total amount used. See examples below.

Employee timecards

Employee: Exempt1, Edwar... T030601 1 of 1

Timeframe: 8/24/2026 - 9/04/2026 Location: 1 Employee(s) selected

Loaded 2:37 PM

List view Zoom Approve Remove approval Sign-off View moved... Go to Share View pending Calculate totals Save

	Date	Absence	Pay code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+ -	Mon 8/24													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	8:00	
+ -	Tue 8/25													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	16:00	
+ -	Wed 8/26													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	24:00	
+ -	Thu 8/27													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	32:00	
+ -	Fri 8/28													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	40:00	

Accruals Totals Historical corrections Audits

Employee timecards

Employee: Exempt1, Edwar... T030601 1 of 1

Timeframe: 8/24/2026 - 9/04/2026 Location: 1 Employee(s) selected

Loaded 2:37 PM

List view Zoom Approve Remove approval Sign-off View moved... Go to Share View pending Calculate totals Save

	Date	Absence	Pay code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
+ -	Mon 8/24													8:00 AM - 5:00 PM
+ -			SLFILL-1	8:00	8:00 AM							8:00	8:00	
+ -	Tue 8/25													8:00 AM - 5:00 PM

All All

Location	Job	Labor category	Pay code	Amount
SOA/008/0000/150310	Job		LV - SICK LEAVE TAKEN	80:00