TEAM MEMBER QUICK REFERENCE

Leave | Accommodations | Disability | Support

QUICK ACCESS

Get to AbsenceSoft and key resources

AbsenceSoft ESS
Scan to log in

KEY LINKS

- AbsenceSoft ESS Portal
- Leave & Accommodations Website
- Submit a ServiceNow Ticket
- File for Short-Term Disability

HOW TO USE ABSENCESOFT

4 simple steps

1. **OPEN PORTAL**
   Log into the TGH Portal from any device.
2. **CHOOSE APP**
   Select Applications, then AbsenceSoft ESS.
3. **SIGN IN**
   Click “Log in with SSO”
4. **TAKE ACTION**
   Request leave, upload documents, view status, or submit intermittent time.

LEAVE

Job Protection

Approved leave may protect your job while you are away for a qualifying reason.

KEY REMINDERS

- Request leave early, when possible.
- Medical certification is due within 15 days.
- Upload documents to your case in AbsenceSoft or fax to 941-282-7872.

DISABILITY

Income Support

Disability benefits may replace part of your income if you cannot work due to your own medical condition.

KEY REMINDERS

- File directly with the disability provider.
- Leave approval and disability approval are separate.
- Follow provider instructions and deadlines.

LEAVE & ACCOMMODATION OPTIONS AT A GLANCE

Know your options

TYPE	WHAT IT DOES	WHO MAY QUALIFY
Family Medical Leave Act (FMLA)	Job-protected leave for qualifying family, medical, bonding, or military family reasons.	12 months of employment + 1,250 hours worked before leave begins.
Pregnant Worker's Fairness Act (PWFA)	Accommodations for pregnancy, childbirth, or related medical conditions.	Qualified worker with a pregnancy-related limitation reviewed through the interactive process.
Americans with Disabilities Act (ADA)	Reasonable accommodations for qualified disabilities, including leave when appropriate.	Qualified disability and ability to perform essential job functions with or without accommodation.
Medical Leave (MLOA)	Continuous, non-job-protected medical leave for your own serious health condition.	90 days of employment; 10+ consecutive calendar days; used when FMLA/PWFA/ADA do not apply or are exhausted.
Military Leave (USERRA)	Supports eligible military-related absences under policy requirements.	Qualifying military service or orders with notice/documentation.

Eligibility and approval are reviewed individually based on applicable policy, law, documentation, and operational considerations.

REPORTING INTERMITTENT LEAVE

Two-step process

1 Alert your manager

- **Flare-up:** Follow your department call-in process and say it is FMLA-related.
- **Appointment/treatment:** Give 30 days' notice, or as soon as possible.

2 Track time in AbsenceSoft ESS

- **Flare-up:** Submit time in AbsenceSoft within 48 hours.
- **Appointment/treatment:** Submit 30 days' notice when possible.

IMPORTANT REMINDERS

- Foreseeable appointments: give 30 days' notice.
- Unexpected absences: report as soon as practical and follow your department's call-in process.
- Pending case? Keep reporting time. It stays pending until the case is approved.

WE'RE HERE TO HELP

For individual questions, submit a ServiceNow ticket so Leave & Disability Services can review your specific situation.

813-844-7551 | 941-282-7872 | Submit a ServiceNow Ticket