

## What is AbsenceSoft?

To ensure you feel supported and cared for during a stressful event, AbsenceSoft a leave of absence management system can be used when you need an extended leave from work.

AbsenceSoft can help you to understand and apply for different types of leaves, such as FMLA, parental leave, medical leave, intermittent leave, military leave, personal leave, or ADA accommodations when you need them.

## How do I know which type of leave is right for me?

When submitting a leave request, it's important to know which type of leave best fits your situation. Each leave type has specific criteria and purposes such as medical, parental, or military, so understanding the differences will help ensure your request is processed correctly. View the Different Types of Leaves document to see which leave is right for you.

## How do I request a leave of absence?

You can request leave through the employee self-service portal (ESS) here:

[AbsenceSoft Employee Self Service Portal](#)

Once your leave case is created, you will receive an email from AbsenceSoft detailing the next steps you will need to take in order for your leave to be approved.

Once your leave is approved, you will receive email reminders and access to a dashboard with any details and updates regarding your leave. Your manager will also receive periodic updates from AbsenceSoft on the status of your leave.

## Your Manager's Role:

If you have not notified your manager ahead of time, they will receive an email from AbsenceSoft when someone on their team requests a leave of absence.

Managers will also have access to a dashboard summarizing the dates you are expected to be out, along with your expected return date and any work restrictions you may have upon your return to work.

Managers will not have access to details regarding your medical condition. Manager access is limited to leave dates, expected return dates, work restrictions, and reasonable accommodations.

## Questions?

If you or your manager have any questions during your leave, you are always welcome to reach out to HR directly at [Benefits@mihomes.com](mailto:Benefits@mihomes.com) with any questions or concerns you may have.