



How to Add a Leave of Absence

This is required for absences longer than 5 days that fall outside of routine vacation, sick or personal days.

The WEBT Portal may be accessed by visiting www.webt.org.

Once logged into the portal, use the following steps:

Select Manage Employees, View/Edit Employee

Search for the employee by name and select View

Select Report/Update Leave of Absence:

Employee Detail
Sarah Smith

Report/Update Leave of Absence Edit Reset Password ID Card Terminate Drop Dependent(s) Coverage Change/Drop Coverage(s)

Personal Information

Member Name	Sarah Smith	Middle Initial
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Enter the Type of Leave, Start Date and Anticipated Return Date:

Type of Leave : --None-- Start Date : Enter Start Date

Anticipated Return Date : Enter Anticipated Return Date

All leaves of absence must be in accordance with previously issued employer policies. In no event can a leave of absence exceed 12 months.

Upload Attachment : Choose Files No file chosen

Required: employer leave policy and employee signed leave agreement. May also upload any other applicable supporting documentation.

Close Finish

Upload the required documentation by selecting Choose Files.

Then select Finish.

You may track employees on leave of absence by navigating to the Reports tab, and running the Leave of Absence Records report.



How to End a Leave of Absence Record

Once logged into the portal, use the following steps:

Select Manage Employees, View/Edit Employee

Search for the employee by name and select View

Select Report/Update Leave of Absence:

Employee Detail
Sarah Smith

Report/Update Leave of Absence Edit Reset Password ID Card Terminate Drop Dependent(s) Coverage Change/Drop Coverage(s)

Personal Information

Member Name	Sarah Smith	Middle Initial
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Enter the Actual Return Date:

Type of Leave : FMLA

Start Date : 4/1/2025

Anticipated Return Date : 7/31/2025

Actual Return Date : Enter Actual Return Date

All leaves of absence must be in accordance with previously issued employer policies. In no event can a leave of absence exceed 12 months.

In no event should a leave of absence exceed 12 months.

Did Not Return to Work : ☐

Upload Attachment : Choose Files No file chosen

Required: employer leave policy and employee signed leave agreement. May also upload any other applicable supporting documentation.

Close Finish

If the employee did not return to work, mark this box instead of entering the actual return date. A termination of the employee's coverages will be automatically submitted to WEBT for approval.

Then Select Finish.

You may track employees on leave of absence by navigating to the Reports tab, and running the Leave of Absence Records report.