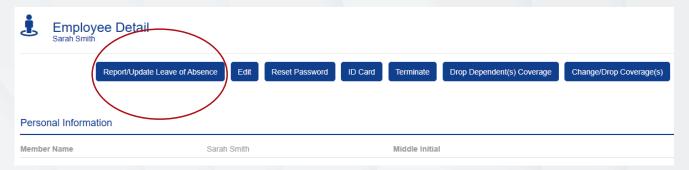


How to Add a Leave of Absence

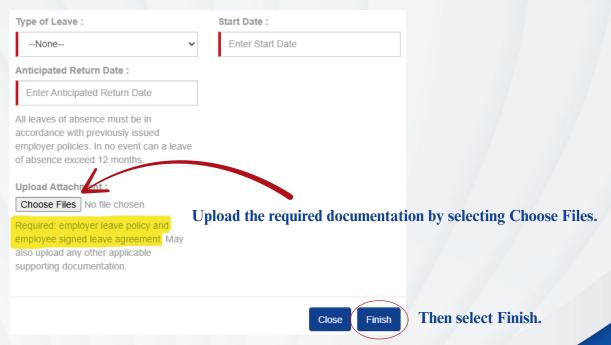
This is required for absences longer than 5 days that fall outside of routine vacation, sick or personal days.

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:



Enter the Type of Leave, Start Date and Anticipated Return Date:

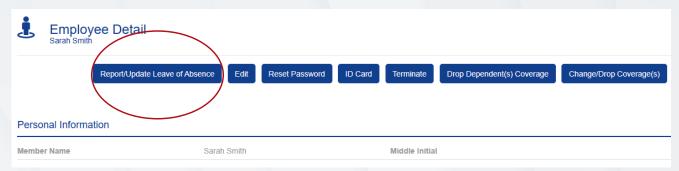


You may track employees on leave of absence by navigating to the Reports tab, and running the Leave of Absence Records report.

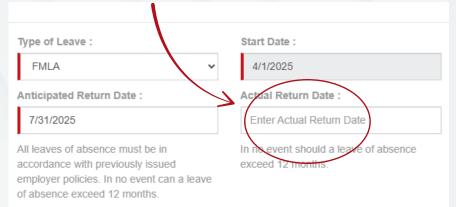


How to End a Leave of Absence Record

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:



Enter the Actual Return Date:



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.

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.

