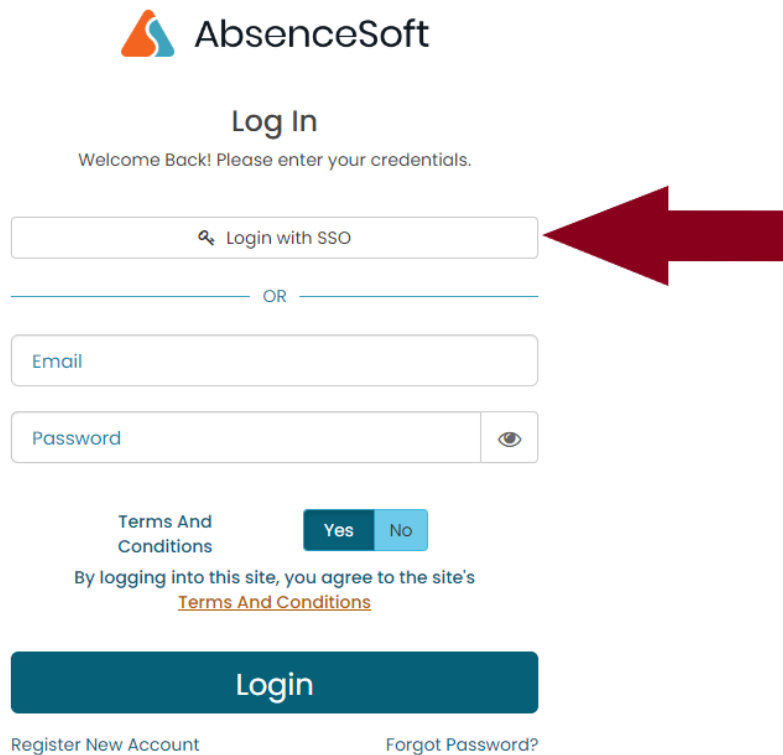


How to Request a Leave of Absence (FMLA/TD) or Accommodation Request

To submit a request for leave/accommodation, please click the **LOGIN WITH SSO** when you go to [CFISD AbsenceTracker](#). You will then be prompted to **enter your network login and password information**. Once in the AbsenceTracker portal, an employee can request new a case or check the status of current and past cases.



AbsenceSoft

Log In

Welcome Back! Please enter your credentials.

Login with SSO

OR

Email

Password

Terms And Conditions Yes No

By logging into this site, you agree to the site's [Terms And Conditions](#)

Login

[Register New Account](#) [Forgot Password?](#)

Also, communicate with your supervisor regarding the anticipated need for leave.

Typically, employees are requested to submit leave requests up to 30 days in advance, or soon as is reasonably possible. You may contact your leave specialist directly by utilizing the [List of Leave Specialist Assignments by Campus/Department](#).