Catastrophic (CAT) Leave Opt-Out Instructions

Participation in the CAT Leave program is automatic. If you want to opt-out of participating, you must do so in LoboWeb. You may opt-out from April 24, 2017 through midnight on May 2, 2017. You must opt-out via LoboWeb no later than May 2, 2017, otherwise, if you are eligible for the deduction it will be taken. The following steps walk you through the process of opting out:

1. Access LoboWeb through the myUNM portal.

2. Go to your Employee tab and select Catastrophic Leave Opt-out.

3. Make sure you read the instructions in the RED font below the submit button. This explains what will occur based on your selection.

The Catastrophic Leave program is voluntary and is an automatic enrollment unless you opt out. Please see below for instructions on how to complete this page. Please note that you will not be able to change your election after you select “Opt out” and click the submit button.

If you wish to opt out of the Catastrophic Leave program, select “Opt out,” then click “Submit.” You will be taken to a confirmation page to print for your records. This means you will not be able to participate in the Catastrophic Leave Program.

If you wish to participate in the Catastrophic Leave program, then select “Exit this page.” Selecting this option means you will have annual leave deducted from your bank. You must have the required annual leave donation amount in your bank in order to participate in the Catastrophic Leave program.
4. Your choices are:
   a. **Opt out** – Selecting this option, you will not be eligible to participate in the Catastrophic Leave Program and no annual leave will be deducted from your annual leave bank.
   b. **Exit this page** – Selecting this option, you will have an annual leave donation taken from your annual leave bank. Employees can only participate in the CAT Leave Program if their annual leave bank has sufficient balance to cover the donation.

5. After you make your selection, click on the **Submit** button.

6. If you selected **Opt-out**, you will see a confirmation screen. Print this screen for your records, then select **Done**.

   ![CAT Leave Employee Opt Out](image)

   7. Selecting **Exit this page** closes the Catastrophic Leave Opt-Out page.

Questions? Call 505-277-MyHR (6947) or email hrpr@unm.edu