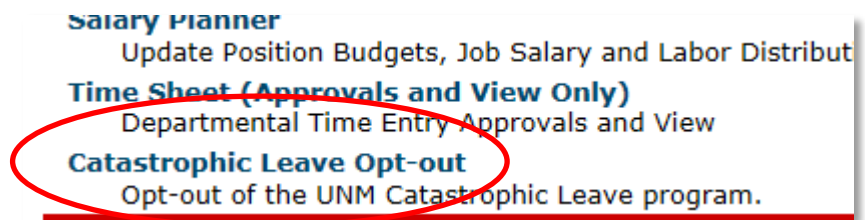
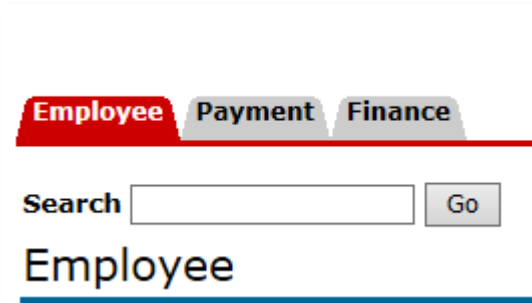
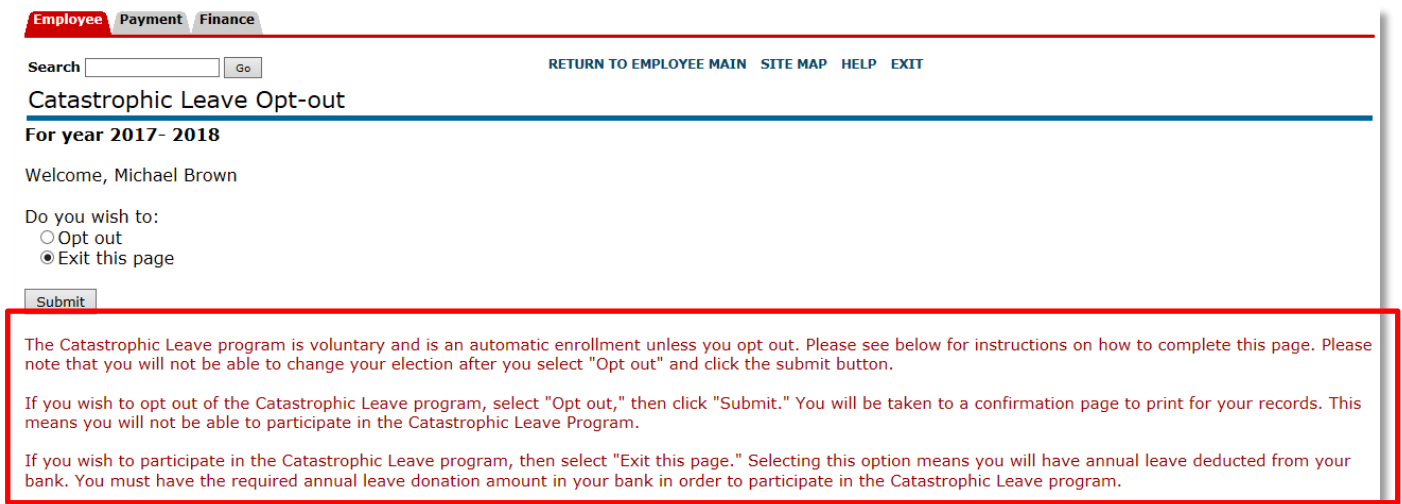


Catastrophic Leave Opt Out Instructions

1. Access LoboWeb through the [myUNM](#) portal.
2. Go to your **Employee tab** and select '**Catastrophic Leave Opt-out.**'



3. After you click on '**Catastrophic Leave Opt-out**' you will be directed to another screen that appears below. Make sure you read the instructions in the **RED** font below the submit button. This explains what will occur based on your selection.



Employee Payment Finance

Search Go

RETURN TO EMPLOYEE MAIN SITE MAP HELP EXIT

Catastrophic Leave Opt-out

For year 2017- 2018

Welcome, Michael Brown

Do you wish to:

Opt out

Exit this page

Submit

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 then simply click on the **'Submit'** button.
6. If you selected **'Opt-out,'** then you will see a confirmation screen. You should print this screen for your records, then select **'Done.'**

Employee Payment Finance

Search [SITE MAP](#) [HELP](#)

CAT Leave Employee Opt Out

Name:
NetID:
Banner ID:
Date: 04/13/2017

I have opted out of the Catastrophic Leave Program for 2017-2018

Print a copy of this page for your records. A confirmation e-mail will be sent to your preferred e-mail address.

7. Selecting **'Exit this page'** simply closes the Catastrophic Leave opt-out page.