Catastrophic Leave Opt Out Instructions
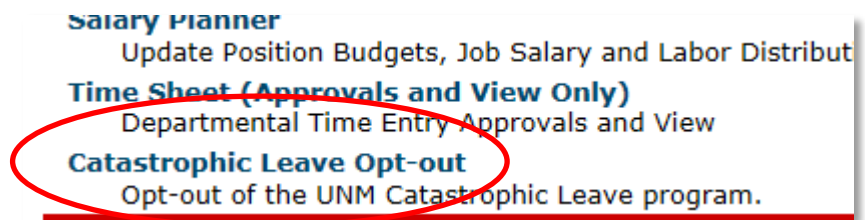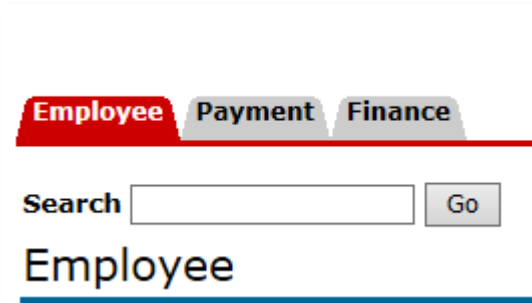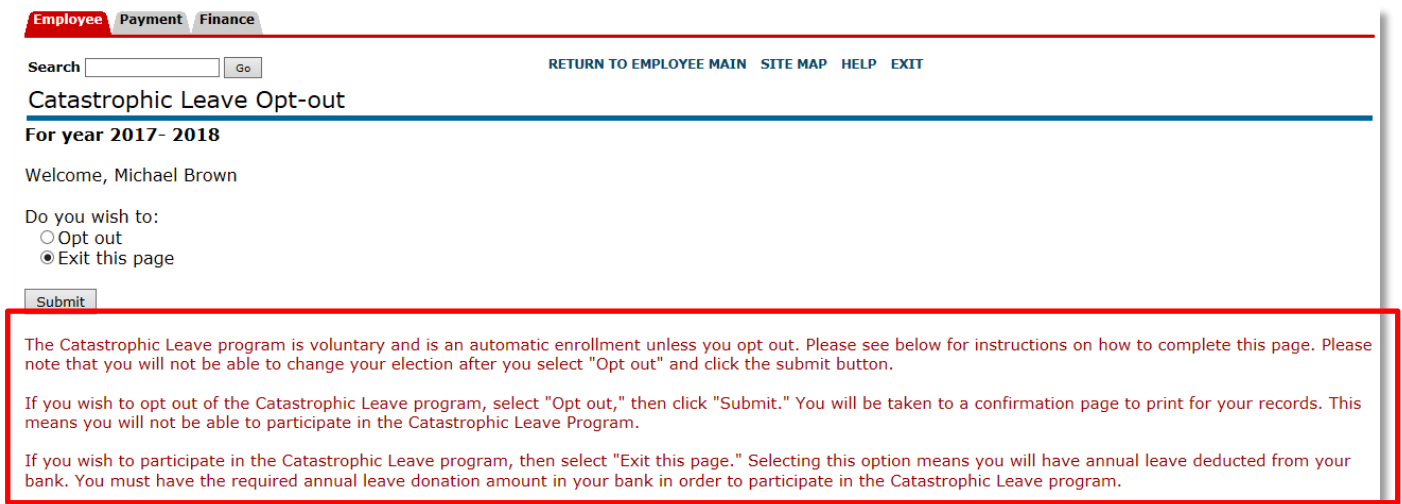
1. Access LoboWeb through the *my*UNM portal.
2. Go to your **Employee tab** and select '**Catastrophic Leave Opt-o**ut.'

3. After you click on '**Catastrophic Leave Opt-out**' you will 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.

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**.'

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