

Reporting Your Request for Leave of Absence

TRISTAR is available 24 hours a day, 7 days a week and offers employees direct access to leave resources and information. You can easily report a claim/leave and check its status through TRISTAR's dedicated secure website or by telephone. Please visit usf.ess-absencetracker.com to set up and access your specific leave of absence or to report a new leave.

When Do I Report a Leave?

Your own serious illness, disability, or maternity leave lasting greater than 3 work days:

TRISTAR is available 24 hours a day, 7 days a week. You may report a leave up to 30 days in advance of a planned disability absence OR as soon as you are aware that you will be disabled due to illness or injury for 7 or more calendar days.

Your family member's serious illness, military leave, or your own intermittent leave lasting greater than 3 work days:

You may report a leave when you will be out of work for 3 consecutive days or intermittently to care for an immediate family member suffering a serious illness or to care for a newborn, foster or adopted child. Some states provide limited time as a paid leave.

How Do I Report a Leave?

1. Contact TRISTAR immediately to report your absence.
 - a. Report your leave via usf.ess-absencetracker.com.
 - b. From the login page for TRISTAR Self-Service, Register a new account with your work email. (You will receive an email from AbsenceSoft to create a password)
 - c. You will log in to AbsenceTracker to create a new leave you will click on the icon "Leave Request"
 - d. Once you complete the Leave Request a specialist will reach out to you within two business days to discuss the leave.

Please have the following information available when you report your claim/leave:

- Reason you are out of work (medical condition/symptoms)
- Your last day worked, first day absent from work, and anticipated return to work date

Or you can call 1-844-702-2352 and speak with an Intake Specialist to report your leave.

2. You may securely check the status of your claim/leave online at usf.ess-absencetracker.com or by calling your Leave Specialist at 1-844-702-2352