

Self-Service Online Leave Application System (SOLAS) - FAQs

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What is the Self-Service Online Leave Application System (SOLAS)?

SOLAS is the online system designed to streamline the Leave application process for DOE employees. SOLAS makes it easier to apply for an Leave of Absence and upload the necessary supporting documentation.

Who may use SOLAS?

The Q and E bank titles below may use SOLAS:

- **Q-bank (Q742 and Q744) employees:** *Non-supervisory Pedagogues, Teachers, School Psychologists, Guidance Counselors, School Social Workers, School Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists.*
- **E-bank (E745) employees:** *Family Paraprofessionals, Health Service Aides, School Aides, Supervisor School Aides*

What types of Leave can be applied for in SOLAS?

The following is a list of the Leave types that are available in SOLAS:

Non-medical Leaves:

- Maternity / Child care
- Adjustment of personal affairs
- Care of sick family member
- Study Leave (non-sabbatical)
- Study - Training in metro area / Fulbright Scholarship
- Work for Peace Corps / VISTA (AmeriCorps) / Union
- Teacher Exchange Program (Paid / Unpaid)
- Teaching CUNY / SUNY / Charter School / Government sponsored foreign country
- Study Sabbaticals
- Military

Medical Leaves:

- Maternity disability
- Restoration of Health / Personal Illness
- Health Sabbaticals
- Line of Duty Injury (LODI)
- Workers' Compensation

How do I access SOLAS?

You may access SOLAS in the following ways:

- **SOLAS website:** <https://dhrnycaps.nycenet.edu/SOLAS>
- Division of Human Resources and Talent website: <http://schools.nyc.gov/Offices/DHR>
(Under Time-Sensitive Information, click the link "Important News for All UFT Titles Currently on Leave")

How do I log into SOLAS?

1. Go to: <https://dhrnycaps.nycenet.edu/SOLAS>
2. Enter your Network / Email username (for example, JSMITH). This is the same username you use to log into the DOE network, and matches your DOE email address.
3. Enter your Network / Email ID password. This is the same password you use to log into the DOE network.
4. Click "Login to Self-Service Online Leave Application" button.

What do I do if I forget my password or I have trouble logging into SOLAS?

Use the [Password Recovery and Account Confirmation Tool](#) to recover or reset your password.

How do I check the status of my Leave application in SOLAS?

You can view the status of your Leave Application by logging into

SOLAS: <https://dhrnycaps.nycenet.edu/SOLAS>. Once you log in using your DOE/Network ID and password, select "I would like to View the Details of my Leave Application" to view your **Checklist**. The Checklist shows the current status of your application, including any determinations that have been made.

How do I access my Fax Coversheet?

You can access your Fax Coversheet using the attached Fax Coversheet on the initial application submission confirmation email that you received.

What is the direct fax number for submitting supporting documents for SOLAS Leave requests?

All supporting documents for SOLAS Leave requests should be faxed directly to the **SOLAS Fax number: (718) 935-5175**. Make sure to fax your supporting documents with a SOLAS Fax Coversheet.

How will I know that my documents have been received?

You can confirm the receipt of your submitted documents:

- When your documents are received, you will receive a confirmation email in your DOE email address.
- Log into **SOLAS:** <https://dhrnycaps.nycenet.edu/SOLAS>. Once you log in using your DOE/Network ID and password, select "I would like to View the Details of my Leave Application" to view your **Checklist**. The Checklist shows the status of the application, including all application submissions, Principal Acknowledgements, and supporting documentation.

Can I still use the paper application to apply for a Leave?

- Non-Supervisory Pedagogical employees **MUST** use SOLAS to submit your leave application electronically.
- Family Paraprofessionals, Health Service Aides, School Aides, or Supervisor School Aides are advised to use SOLAS to submit Leave applications for faster processing, however, paper applications are still accepted until further notice.

All other titles and any Leave types not included in SOLAS should continue to use the paper application process. Paper application forms are available on our website:

<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>

How will I know that a Principal has submitted their Acknowledgement?

You can confirm that a Principal has submitted their Acknowledgement by logging into **SOLAS**: <https://dhrnycaps.nycenet.edu/SOLAS>. Once you log in using your DOE/Network ID and password, select “*I would like to View the Details of my Leave Application*” to view your **Checklist**. The Checklist shows the status of an application, including Principal/Supervisor Acknowledgements.

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How do I withdraw my application?

You can withdraw an application by logging into **SOLAS**: <https://dhrnycaps.nycenet.edu/SOLAS>. Once you log in using your DOE/Network ID and password, you can either withdraw your application OR withdraw your application and submit a new application for a different Leave. Select one, and then click the “*Continue*” button. You cannot withdraw an application once an application has been approved/denied.

How do I rescind my Leave request after it has been approved by the Medical, Leaves & Records Administration?

- Non-medical Leave requests that have been approved: Contact your Principal to discuss rescinding your non-medical Leave request. Your rescind request must be approved by your Principal at least 30 days *prior* to the start date of your Leave request. Failure to provide sufficient notice to rescind your Leave may jeopardize your active status.
- Medical Leave requests that have been approved: Contact your Principal to discuss rescinding your medical Leave request and your retention on payroll. Your rescind request must be approved by your Principal at least 30 days *prior* to the start date of your Leave request. Failure to provide sufficient notice to rescind your Leave may jeopardize your active status. Once your rescind request is approved by the Principal, you **MUST** fax a doctor’s fitness notice to the **Medical, Leaves & Records Administration at (718) 935-2641** for the DOE physician’s review. Final decision of your rescind request and your return to service is contingent upon the DOE physician’s review.

How do I access my DOE email?

Your DOE email will be used as the primary source of communication for all correspondence related to your Leave application. All NYC Department of Education employees have access to their DOE email from the Internet. Please visit the DOE Home Page to log into your DOE email: <http://schools.nyc.gov/DOELogin/default.htm>. If you need assistance with your DOE email or password, please contact **HR Connect at (718) 935-4000**.

How will I know when a determination has been made?

You can confirm the determination status by logging into **SOLAS**: <https://dhrnycaps.nycenet.edu/SOLAS>. Once you log in using your DOE/Network ID and password, select “*I would like to View the Details of my Leave*”

Application” to view your **Checklist**. The Checklist shows the current status of the application process, including any determinations that have been made. You will also receive an email from the Medical, Leaves & Records Administration confirming the determination, as well as the next steps.

What does it mean that my application will be automatically denied after a certain amount of time?

Your application will be automatically denied, and your Leave case will be closed, **if you do not provide all of the required supporting documentation within the 21 days after submission of your application**. Once your Leave case closes, you must submit a new application in SOLAS.

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