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

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

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

Who can use SOLAS?

Currently, **ONLY non-supervisory pedagogical employees will have access to SOLAS**. Non-supervisory pedagogical titles include: Teachers, School Psychologists, Guidance Counselors, School Social Workers, Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists. At a later date, all employees will be able to use SOLAS.

What leave types are available in SOLAS?

Currently, in SOLAS non-supervisory pedagogical employees can either:
Submit a new leave application OR submit a leave application to extend the current leave.

ONLY non-medical leaves, restoration of health leaves, maternity related leaves, health sabbatical leaves, **and line of duty injury (LODI)** are available in SOLAS. Eventually, all other leave types will be available in SOLAS.

How do I access SOLAS?

You can 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 user name (for example, JSMITH). This is the same user name 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 the application process, 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?
    All supporting documents for SOLAS should be directly faxed to the SOLAS Fax number: 718-935-5175. Make sure to fax your supporting documents with SOLAS Fax Coversheet.

How will I know that my documents have been received?
    You can confirm that your documents have been received in the following ways:
- When your documents are received, you will receive a confirmation email to 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 application submission, Principal acknowledgement, and supporting documentation.

Can I still use paper application to apply for a leave?
    If you are a non-supervisory pedagogical employee applying for non-medical leaves, restoration of health, maternity related leaves, health sabbatical leave or line of duty injury (LODI) you must use SOLAS to submit your leave application electronically.

    All other titles and leave types not included in SOLAS should continue to use 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 the Principal has submitted their acknowledgement?
    You can confirm that the 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 the application, including Principal/Supervisor acknowledgement.

Go back to top

How do I withdraw my application?

You can withdraw your application by logging into the 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 your application once your application has been approved/denied.

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

- To rescind your *non-medical* leave request that has been approved, you must 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.
- To rescind your *medical* leave request that has been approved, you must 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 the doctor's fitness notice to the Medical, Leaves & Records Administration (Fax# 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.

Go back to top