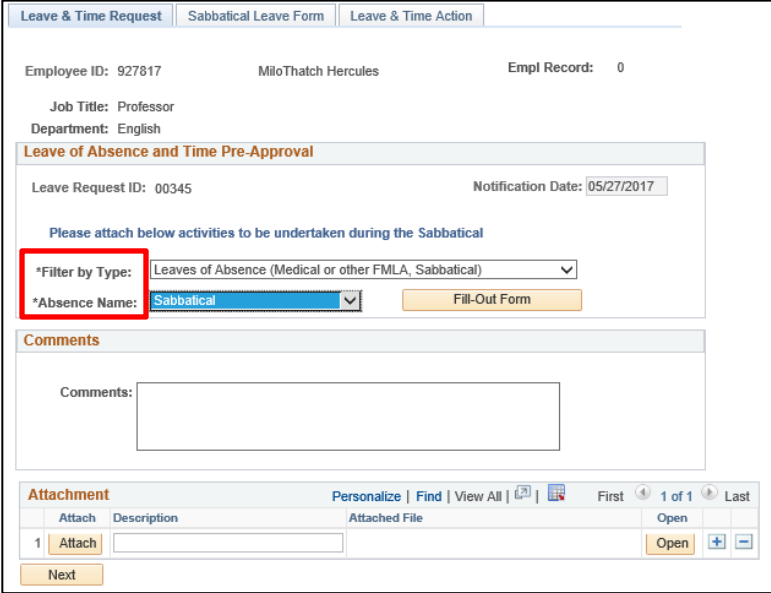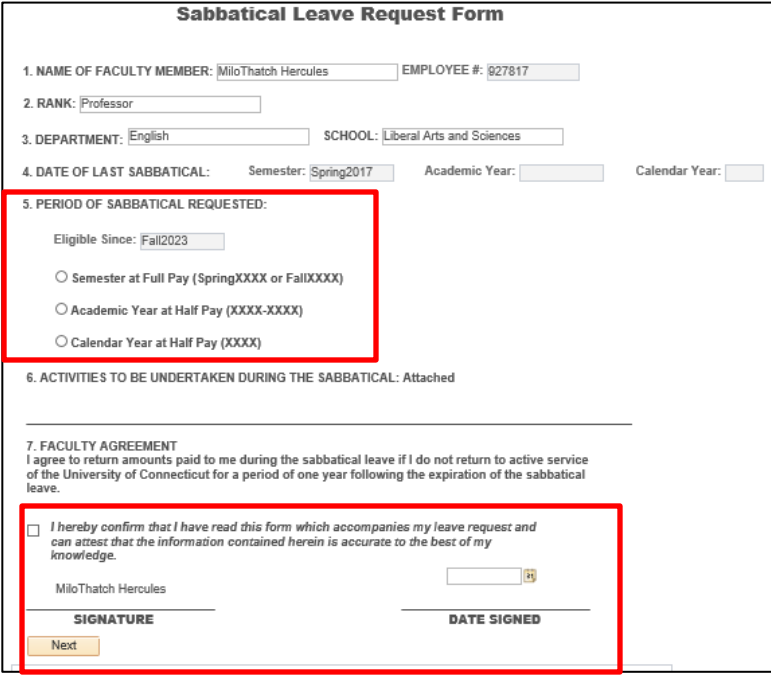# University of Connecticut

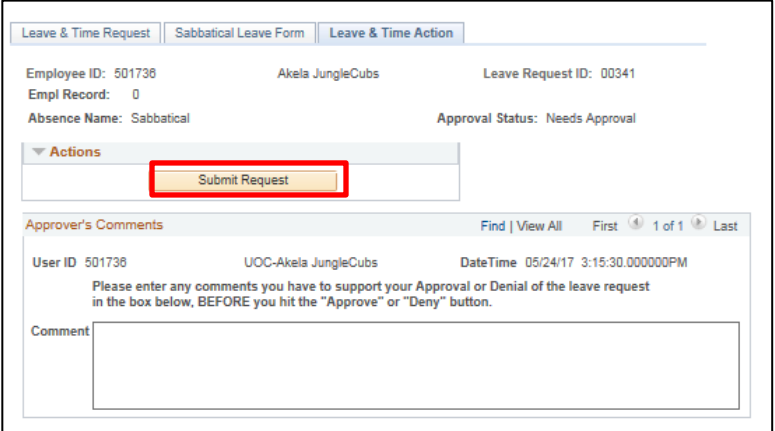# Submitting a Leave Request: Sabbatical

Overview   UConn faculty members will use this job aid to assist them in requesting a sabbatical leave.

Process Steps

Step	Action	Screenshot
1	Navigation: **Main Menu > Self Service > Leave Management > Submit, Search, Modify Leave** or From your **Home** page under **Leave Management,** click **Submit, Search, Modify Leave**	
2	On the **Submit, Search, Modify Leave** page, the active employment records associated with your name will populate. To **Submit a New Leave Request**, choose the appropriate Empl Record/Job Code Description that you are taking leave from by clicking on the Job Code Description link associated with that record.	

Step	Action	Screenshot
3	Your job information will populate on the top of the **Leave & Time Request** tab. Next to **Filter by Type**, select **Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc.)** from the pull down menu. Next to **Absence Name**, select **Sabbatical** from the pull down menu. You can describe the activities to be undertaken while on sabbatical in the **Comments** box, or you can attach a description using the **Attachment** feature at the bottom of the page. If adding an attachment, click **Attach** to search for and attach documents. Click **Save Attachment** to save your document(s) to the request form. Click on **Fill-Out Form** or the **Sabbatical Leave Form** tab**.**	
4	The **Sabbatical Leave Request Form** will be auto-populated based on information in CORE-CT, including the date of your last sabbatical and your next sabbatical eligibility. If any of this information needs to be changed, you must contact a Human Resources Leave Administrator. Under item 5, select the period of sabbatical you are requesting, between: • Semester at Full Pay • Academic Year at Half Pay • Calendar Year at Half Pay Under item 7, click on the acknowledgement box, which will auto-populate the current date.	

Step	Action	Screenshot
5	Items 8 through 11 include the names of the approvers to whom your request will automatically be routed after each level of approval. Click on **Next** under your signature line or **Proceed to Submit Page** at the bottom of the form. .	

8. DEPARTMENT HEAD APPROVAL
Departments are expected to make every effort to cover the teaching assignments of the faculty member with departmental resources.
$ [   ] are needed to replace the teaching responsibilities of the faculty member.

☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.
    ☐ I RECOMMEND APPROVAL OF THIS REQUEST.
    ☐ I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.

MorganaMcCawber LionKing1.5   [   ]
      SIGNATURE   **DATE SIGNED**
[Next]

9. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE)
$ [   ] are needed to replace the teaching responsibilities of the faculty member.

☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.
    ☐ I RECOMMEND APPROVAL OF THIS REQUEST.
    ☐ I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.

[   ]
      SIGNATURE   **DATE SIGNED**
[Next]

10. DEAN'S APPROVAL
Resources Committed to Sabbatical Leave: $ [   ]

☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.
    ☐ I RECOMMEND APPROVAL OF THIS REQUEST.
    ☐ I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.

FifiFeatherduster ThreeCaballeros   [   ]
      SIGNATURE   **DATE SIGNED**
[Next]

11. PROVOST'S APPROVAL
☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.
    ☐ I RECOMMEND APPROVAL OF THIS REQUEST.
    ☐ I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.

Dr.JoshuaSweet Wreck-ItRalph   [   ]
      SIGNATURE   **DATE SIGNED**
[Next]

Provost's Office will submit completed form to Human Resources following Board of Trustees approval for internal distribution.

Board of Trustees Approval Date: [   ]

[Proceed to Submit Page]

Step	Action	Screenshot
6	You will be brought to the **Leave & Time Action** tab. Click **Submit Request**. Once you have submitted your request, you will be able to see the routing of your request at the bottom of the page. To check on the status of your request, you can return to this page at any time. You will receive a system notification when the Provost's office has approved your sabbatical request or submission to the Board of Trustees.	Leave & Time Request Sabbatical Leave Form Leave & Time Action Employee ID: 501736 Akela JungleCubs Leave Request ID: 00341 Empl Record: 0 Absence Name: Sabbatical Approval Status: Needs Approval ▼ Actions Submit Request Approver's Comments Find	View All First 1 of 1 Last User ID 501736 UOC-Akela JungleCubs DateTime 05/24/17 3:15:30.000000PM Please enter any comments you have to support your Approval or Denial of the leave request in the box below, BEFORE you hit the "Approve" or "Deny" button. Comment