

University of Connecticut

Submitting a Leave Request: Military

Overview

Employees will use this job aid to request a military leave from the University.

Process Steps

Step	Action	Screenshot						
1	Navigation: Employee Self Service > Leave Manager	on: Employee Self Service > Leave Management > 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.	Empire Job Code Description Hourly Rate Department Description Location Description 0 Firefighter Fire Department PUBLIC SAFETY-POLICE SVCS						

Step	Action	Screenshot		
3	Your job information will populate on the top of the Leave & Time Request tab. Select the following: • Filter by Type: Leaves of Absence • Absence Name: Military • Military Leave Reason: Select from: • Active Duty • Military Field Training • Unscheduled Emergency • Weekend Drill Enter the Start Date and End Date. The Comments section allows employees to provide additional information. The Attachment section should be used for uploading your military orders, which are required for all military leaves. Click Attach to search for and attach documents. Click Save Attachment to save your document(s) to the request form. Once complete, click the Military Leave Form tab.	Leave of Absence and Time Pre-Approval Leave Request ID: 08422 *Filter by Type: Leaves of Absence (Medical or other FMLA, Sabbatical) *Absence Name: Military *Absence Name: Military *Start Date: Active Duty Military Field Training Unscheduled Emergency Weekend Drill Comments		
		Comments: Attachment Image: Comment in the second		
4	Complete the Request for Military Leave form and click on the attestation, which will auto- populate the signature date. Click Proceed to Submit Page .	UNIVERSITY OF CONNECTICUT REQUEST FOR MILITARY LEAVE Employee's Name: Jane Smith Tile: Freelighter Department: UOC01589 Unit:		

Step	Action	Screenshot				
5	On the Leave & Time Action tab, click Submit .	Leave Employee Absence	e & Time Request Military Leave Form e ID: cord: 0 e Name: Military ons Leave Request Loaded Leave Request Amended Leave Request Status Submit Request	Leave & Time Action		
6	The Military Leave of Absence request is sent to the Human Resources Leave Administrators (HRLA). HRLA will review the request and determine if you are eligible. HRLA will then contact you about the status of your request.					