




UCONN | UNIVERSITY OF CONNECTICUT

University of Connecticut

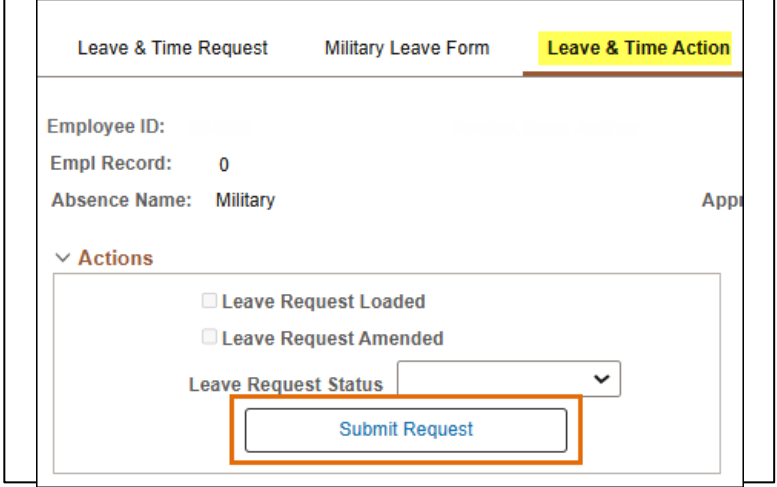
Submitting a Leave Request: Military

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 Management > Submit, Search, Modify Leave											
2	<p>On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate.</p> <p>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.</p>	 <table border="1"><thead><tr><th>Empl Record</th><th>Job Code Description</th><th>Hourly Rate</th><th>Department Description</th><th>Location Description</th></tr></thead><tbody><tr><td>0</td><td>Firefighter</td><td></td><td>Fire Department</td><td>PUBLIC SAFETY-POLICE SVCS FIRE</td></tr></tbody></table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	0	Firefighter		Fire Department	PUBLIC SAFETY-POLICE SVCS FIRE
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<p>3</p>	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Select the following:</p> <ul style="list-style-type: none"> • Filter by Type: Leaves of Absence • Absence Name: Military • Military Leave Reason: Select from: <ul style="list-style-type: none"> – Active Duty – Military Field Training – Unscheduled Emergency – Weekend Drill <p>Enter the Start Date and End Date.</p> <p>The Comments section allows employees to provide additional information.</p> <p>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.</p> <p>Once complete, click the Military Leave Form tab.</p>	
<p>4</p>	<p>Complete the Request for Military Leave form and click on the attestation, which will auto-populate the signature date.</p> <p>Click Proceed to Submit Page.</p>	

Step	Action	Screenshot
5	On the Leave & Time Action tab, click Submit .	
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.	