



UCONN | UNIVERSITY OF CONNECTICUT

University of Connecticut

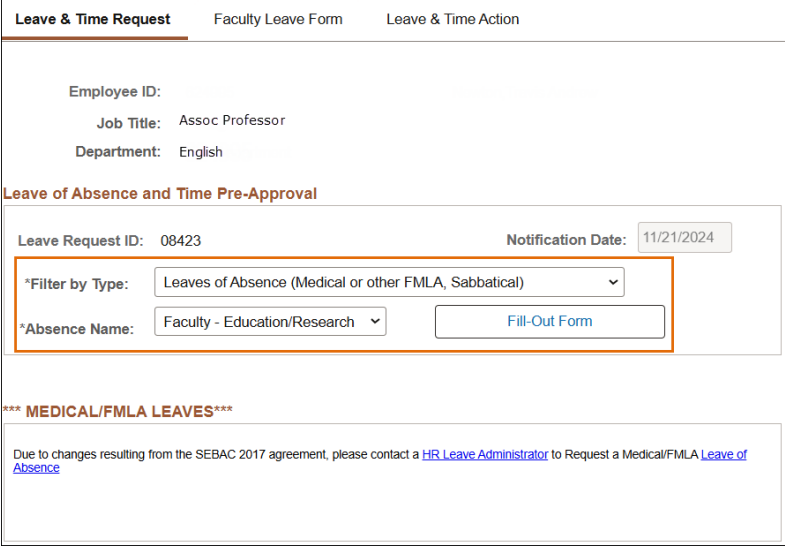
Submitting a Leave Request: Faculty - Personal, Research/Professional, and Other Leaves

Overview UConn faculty members will use this job aid to assist them in requesting a personal leave of absence or a special leave, such as a leave under the Intergovernmental Personnel Act.

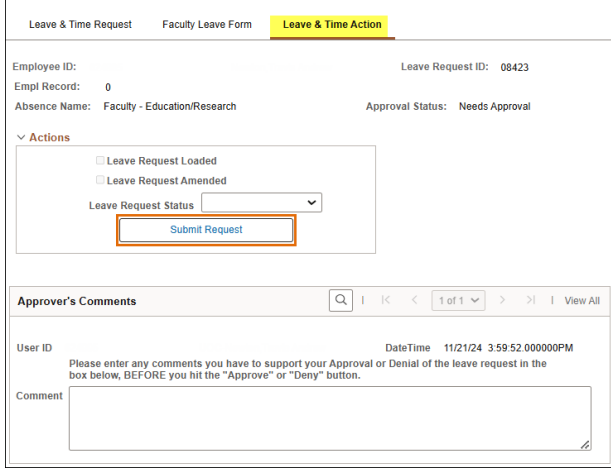
Note: Foreign Nationals on a University of Connecticut sponsored visa should consult with the Department of International Services and Programs regarding the impact of leaves of absence on their visa status and eligibility.

Process Steps

Step	Action	Screenshot								
1	Navigation: 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.	<table border="1"><caption>Submit New Leave Requests</caption><thead><tr><th>Empl Record</th><th>Job Code Description</th><th>Hourly Rate</th><th>Department Description</th></tr></thead><tbody><tr><td>0</td><td>Assoc Professor</td><td></td><td>English</td></tr></tbody></table>	Empl Record	Job Code Description	Hourly Rate	Department Description	0	Assoc Professor		English
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3	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Next to Filter by Type, select Leaves of Absence from the pull down menu.</p> <p>Next to Absence Name, select Faculty leaves – Education/Research from the pull down menu.</p> <p>The Comments box allows you to include information about your leave for approvers to consider, or you can attach information using the Attachment feature at the bottom of the page.</p> <p>If adding an attachment, click Attach to search for and attach documents. Click Save Attachment to save your document(s) to the request form.</p> <p>Click on Fill-Out Form or the Faculty Leave Form tab.</p>	 <p>The screenshot shows the 'Leave & Time Request' interface. At the top, there are tabs for 'Leave & Time Request', 'Faculty Leave Form', and 'Leave & Time Action'. The 'Leave & Time Request' tab is active. Below the tabs, the form displays employee information: Employee ID, Job Title (Assoc Professor), and Department (English). A section titled 'Leave of Absence and Time Pre-Approval' contains a 'Leave Request ID' (08423) and a 'Notification Date' (11/21/2024). A red box highlights the 'Filter by Type' dropdown menu, which is set to 'Leaves of Absence (Medical or other FMLA, Sabbatical)', and the 'Absence Name' dropdown menu, which is set to 'Faculty - Education/Research'. A 'Fill-Out Form' button is located to the right of the 'Absence Name' dropdown. Below this section, there is a heading '*** MEDICAL/FMLA LEAVES***' and a note: 'Due to changes resulting from the SEBAC 2017 agreement, please contact a HR Leave Administrator to Request a Medical/FMLA Leave of Absence'.</p>

Step	Action	Screenshot
4	Complete the Faculty Leave Request Form , then at the bottom of the form click Proceed to Submit Page to move to the Leave & Time Actions tab.	<p>The screenshot displays the 'Faculty Leave Request Form' from the Office of the Provost. It includes fields for: <ul style="list-style-type: none"> 1. NAME OF FACULTY MEMBER: [Text Field] 2. RANK: [Dropdown Menu, currently showing 'Professor'] 3. DEPARTMENT: [Dropdown Menu, currently showing 'English'] SCHOOL: [Dropdown Menu, currently showing 'Liberal Arts and Sciences'] 4. LEAVE REQUEST: <ul style="list-style-type: none"> Personal Leave (Unpaid): <ul style="list-style-type: none"> Date: From [01/02/20XX] to [01/22/20XX] Other Leave (e.g. Research Leave, Intergovernmental Personnel Act) - Specify: <ul style="list-style-type: none"> Date: From [01/02/20XX] to [01/22/20XX] Unpaid/Paid/Partial Pay percentage: [Radio Buttons] Will the University of Connecticut receive compensation from an external source toward funding the leave? [Radio Buttons] 7. DEPARTMENT HEAD APPROVAL: [Signature Line, Date Signed, Next Button] 8. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE): [Signature Line, Date Signed, Next Button] 9. DEANS APPROVAL: [Signature Line, Date Signed] 10. PROVOST'S APPROVAL: [Signature Line, Date Signed] At the bottom, there is a 'Proceed to Submit Page' button highlighted with a red box. </p>

Step	Action	Screenshot
5	On the Leave & Time Action tab, click Submit Request .	 <p>The screenshot shows the 'Leave & Time Action' tab selected in the top navigation bar. Below the navigation bar, the form displays the following information:</p> <ul style="list-style-type: none"> Employee ID: [blank] Leave Request ID: 08423 Empl Record: 0 Absence Name: Faculty - Education/Research Approval Status: Needs Approval <p>Under the 'Actions' section, there are two checkboxes: 'Leave Request Loaded' and 'Leave Request Amended'. Below these is a 'Leave Request Status' dropdown menu. The 'Submit Request' button is highlighted with a red rectangle.</p> <p>Below the 'Actions' section is the 'Approver's Comments' section, which includes a search icon, navigation arrows, and a 'View All' link. The 'User ID' field is empty, and the 'DateTime' is 11/21/24 3:59:52.000000PM. A text area for 'Comment' is provided with the instruction: '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.'</p>
6	The Faculty Leave Request Form is electronically circulated for review and consideration of approval. You will be able to view the status of your leave request at any time.	