



# University of Connecticut

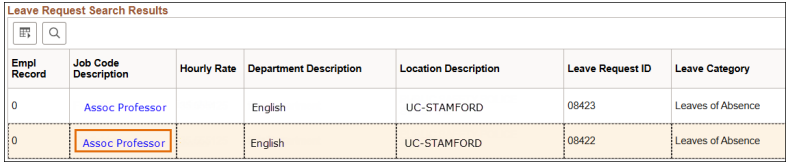
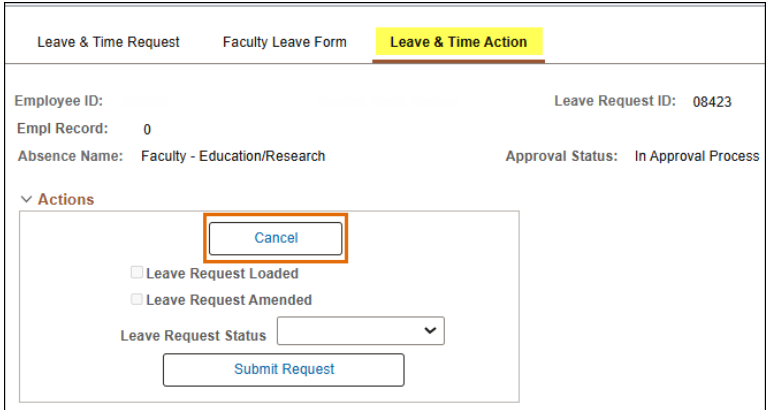
## Modifying or Canceling a Faculty Personal or Special Leave

**Overview** UConn faculty members will use this job aid to assist them in modifying or canceling a previously submitted personal leave of absence or special leave.

**Reminder:** 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: <b>Employee Self Service &gt; Leave Management &gt; Submit, Search, Modify Leave</b>	
2	<p>On the <b>Submit, Search, Modify Leave</b> page, the active employment records associated with your name will populate.</p> <p>To <b>find the leave you need to modify or cancel</b>, choose the appropriate Empl Record for the leave, and enter the Leave Request ID. With no Leave Request ID, you can search by Leave Category, or dates, or leave all fields blank to bring up all leaves. Click Search Criteria.</p>	

Step	Action	Screenshot																					
3	<p>Under <b>Search Results</b> and column header <b>Job Code Description</b>, click on leave you want to modify.</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> <th>Leave Request ID</th> <th>Leave Category</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Assoc Professor</td> <td></td> <td>English</td> <td>UC-STAMFORD</td> <td>08423</td> <td>Leaves of Absence</td> </tr> <tr> <td>0</td> <td>Assoc Professor</td> <td></td> <td>English</td> <td>UC-STAMFORD</td> <td>08422</td> <td>Leaves of Absence</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	0	Assoc Professor		English	UC-STAMFORD	08423	Leaves of Absence	0	Assoc Professor		English	UC-STAMFORD	08422	Leaves of Absence
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4a	<p>Your previous leave request will open on the <b>Leave &amp; Time Request</b> tab.</p> <p>To cancel your leave, click on <b>the Leave &amp; Time Action</b> tab. From the <b>Leave and Time Action</b> tab, click <b>Cancel</b>.</p> <p>A system notification will be sent to previous approvers notifying them the request was canceled.</p>																						

Step	Action	Screenshot
4b	<p>To modify your leave, click on the <b>Faculty Leave Form</b> tab, which will open the form.</p> <p>Enter the new information on the form, then at the bottom of the form click <b>Proceed to Submit Page</b> to move to the <b>Leave &amp; Time Actions</b> tab.</p> <p>On the <b>Leave &amp; Time Action</b> tab, click <b>Submit Request</b>.</p> <p>Your modified leave request will be circulated to the approvers for approval. You will be system-notified by email when the Provost approves your modified leave.</p>	<p>The screenshot shows the 'Faculty Leave Request Form' with the following details:</p> <ul style="list-style-type: none"> <li>Office of the Provost</li> <li>Faculty Leave Request Form (Use for all leaves other than Sabbatical Leave and Family/Medical Leave)</li> <li>1. NAME OF FACULTY MEMBER: [Text Box]</li> <li>2. RANK: Professor</li> <li>3. DEPARTMENT: English   SCHOOL: Liberal Arts and Sciences</li> <li>4. LEAVE REQUEST:             <ul style="list-style-type: none"> <li><input type="radio"/> Personal Leave (Unpaid)                     <ul style="list-style-type: none"> <li>Date: From 01/02/20XX to 01/22/20XX</li> <li>Personal leaves, according to the By Laws, are granted "for reasons considered in best interest of the University and in the interests of professional growth and improvement of the staff member concerned" (XIV.L.2). Please attach a concise explanation of the personal leave to this form.</li> </ul> </li> <li><input type="radio"/> Other Leave (e.g. Research Leave, Intergovernmental Personnel Act) - Specify: [Text Box]                     <ul style="list-style-type: none"> <li>Date: From 01/02/20XX to 01/22/20XX</li> <li><input type="radio"/> Unpaid <input type="radio"/> Paid <input type="radio"/> Partial Pay, percentage: [Text Box]</li> <li>Will the University of Connecticut receive compensation from an external source toward funding the leave?                             <ul style="list-style-type: none"> <li><input type="radio"/> No</li> <li><input type="radio"/> Yes (Funding agency and amount of compensation): [Text Box]</li> </ul> </li> </ul> </li> </ul> </li> <li>7. DEPARTMENT HEAD APPROVAL:             <ul style="list-style-type: none"> <li><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</li> <li><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST.</li> <li><input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</li> <li>Signature: Jeremy Smith   DATE SIGNED: [Text Box]</li> </ul> </li> <li>8. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE):             <ul style="list-style-type: none"> <li><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</li> <li><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST.</li> <li><input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</li> <li>Signature: [Text Box]   DATE SIGNED: [Text Box]</li> </ul> </li> <li>9. DEAN'S APPROVAL:             <ul style="list-style-type: none"> <li><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</li> <li><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST.</li> <li><input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</li> <li>Signature: [Text Box]   DATE SIGNED: [Text Box]</li> </ul> </li> <li>10. PROVOST'S APPROVAL:             <ul style="list-style-type: none"> <li><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</li> <li><input type="checkbox"/> I APPROVE THIS REQUEST.</li> <li><input type="checkbox"/> I DO NOT APPROVE THIS REQUEST.</li> <li>Signature: Radenka Maric   DATE SIGNED: [Text Box]</li> </ul> </li> </ul> <p>At the bottom of the form, there is a 'Proceed to Submit Page' button.</p> <p>The second screenshot shows the 'Leave &amp; Time Action' tab with the following details:</p> <ul style="list-style-type: none"> <li>Employee ID: [Text Box]   Leave Request ID: 08423</li> <li>Empl Record: 0</li> <li>Absence Name: Faculty - Education/Research   Approval Status: Approved</li> <li>Actions:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Leave Request Loaded</li> <li><input checked="" type="checkbox"/> Leave Request Amended</li> <li>Leave Request Status: Amend Loaded Reqi</li> <li>Submit Request button</li> </ul> </li> </ul>