University of Connecticut

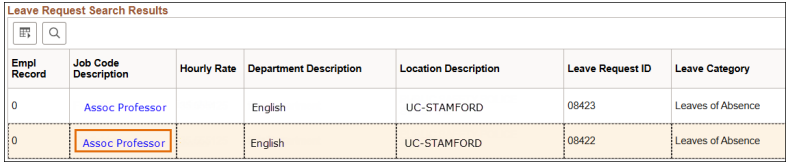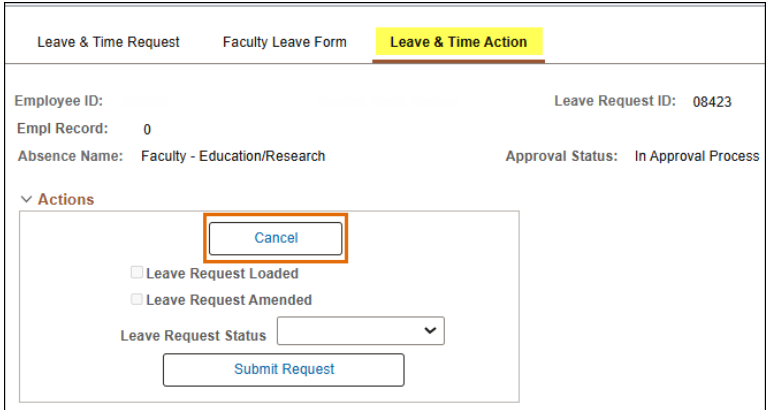# Modifying or Canceling a Faculty Personal or Special Leave

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: **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 **find the leave you need to modify or cancel**, 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.	**Search Existing** Criteria Empl Record: Assoc Professor Leave Request ID: Leave Category: Start Date: End Date: Search Criteria Clear Criteria

Step	Action	Screenshot
3	Under **Search Results** and column header **Job Code Description,** click on leave you want to modify.	**Leave Request Search Results** 	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	
4a	Your previous leave request will open on the **Leave & Time Request** tab. To cancel your leave, click on **the Leave & Time Action** tab. From the **Leave and Time Action** tab, click **Cancel**. A system notification will be sent to previous approvers notifying them the request was canceled.	Leave & Time Request Faculty Leave Form **Leave & Time Action** Employee ID: Leave Request ID: 08423 Empl Record: 0 Absence Name: Faculty - Education/Research Approval Status: In Approval Process ⌄ Actions Cancel ☐ Leave Request Loaded ☐ Leave Request Amended **Leave Request Status** [⌄] Submit Request

Step	Action	Screenshot
4b	To modify your leave, click on the **Faculty Leave Form** tab, which will open the form**.** Enter the new information on the form, then at the bottom of the form click **Proceed to Submit Page** to move to the **Leave & Time Actions** tab. On the **Leave & Time Action** tab, click **Submit Request**. 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.	