University of Connecticut
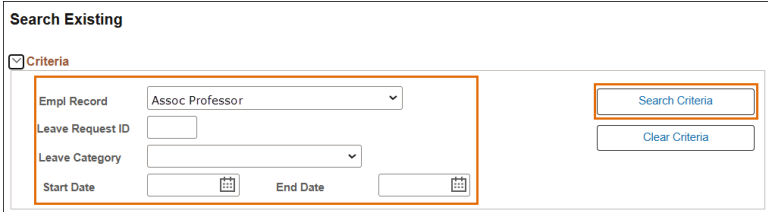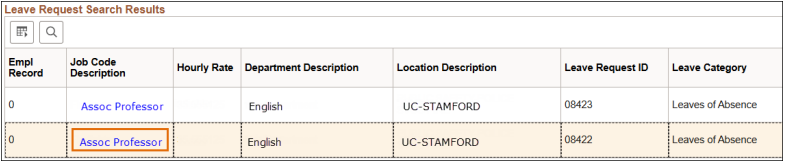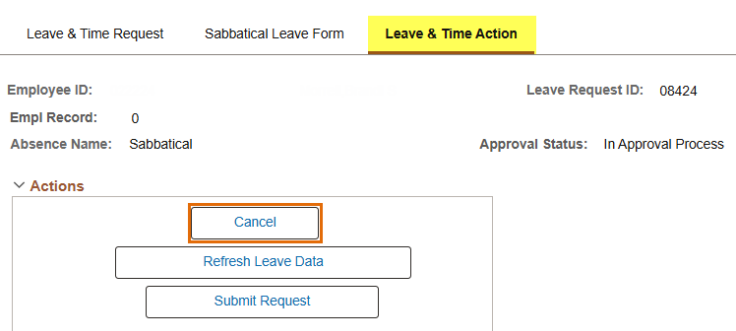
Modifying or Canceling a Sabbatical

Overview   UConn faculty members will use this job aid to assist them in modifying or canceling a sabbatical leave.

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.	

Step	Action	Screenshot
3	Under **Search Results** and column header **Job Code Description,** click on the leave you want to modify or cancel.	**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	**If you are canceling a sabbatical request:** Click on the **Leave & Time Action** tab. Click **Cancel**. A system notification will be sent to previous approvers notifying them the request was canceled.	Leave & Time Request Sabbatical Leave Form **Leave & Time Action** Employee ID: Leave Request ID: 08424 Empl Record: 0 Absence Name: Sabbatical Approval Status: In Approval Process ⌄ Actions [Cancel] [Refresh Leave Data] [Submit Request]

Step	Action	Screenshot
4b	**If you are modifying a sabbatical request that was not previously approved by the Provost:** Click on the **Sabbatical Leave Form** tab. 1. Under item 5, modify the date. 2. Under item 7, click on the attestation, which will update the date signed. 3. Click **Next** to move to the **Leave & Time Action** tab. 4. 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 for recommendation to the Board of Trustees.	Leave & Time Request **Sabbatical Leave Form** Leave & Time Action University of Connecticut Office of the Provost **Sabbatical Leave Request Form** 1. NAME OF FACULTY MEMBER: Jane Smith EMPLOYEE #: 012345 2. RANK: Assoc Professor 3. DEPARTMENT: English SCHOOL: Liberal Arts and Sciences 4. DATE OF LAST SABBATICAL: Semester: Academic Year: Calendar Year: 5. PERIOD OF SABBATICAL REQUESTED: Eligible Since: Fall2024 ● Semester at Full Pay (SpringXXXX or FallXXXX) Spring2025 ○ Academic Year at Half Pay (XXXX-XXXX) ○ Calendar Year at Half Pay (XXXX) 6. ACTIVITIES TO BE UNDERTAKEN DURING THE SABBATICAL: Attached 7. FACULTY AGREEMENT I agree to return amounts paid to me during the sabbatical leave if I do not return to active service of the University of Connecticut for a period of one year following the expiration of the sabbatical leave. ☑ I hereby confirm that I have read this form which accompanies my leave request and can attest that the information contained herein is accurate to the best of my knowledge. 11/27/2024 Jane Smith SIGNATURE DATE SIGNED Next --- Leave & Time Request Sabbatical Leave Form **Leave & Time Action** Employee ID: Leave Request ID: 08424 Empl Record: 0 Absence Name: Sabbatical Approval Status: In Approval Process ⌄ Actions Cancel Refresh Leave Data Submit Request

Step	Action	Screenshot
4c	**If you are modifying a sabbatical request that was previously approved by the Provost:** Click on the **Sabbatical Modification Form** tab. 1. Under item 5, identify the new date. 2. Under item 6, indicate if the change is at your requestor an administrative postponement. 3. Under item 7, click on the attestation, which will auto-populate the date signed. 4. Click **Next** to move to the **Leave & Time Action** tab. 5. 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 for recommendation to the Board of Trustees.	