



UCONN | UNIVERSITY OF CONNECTICUT

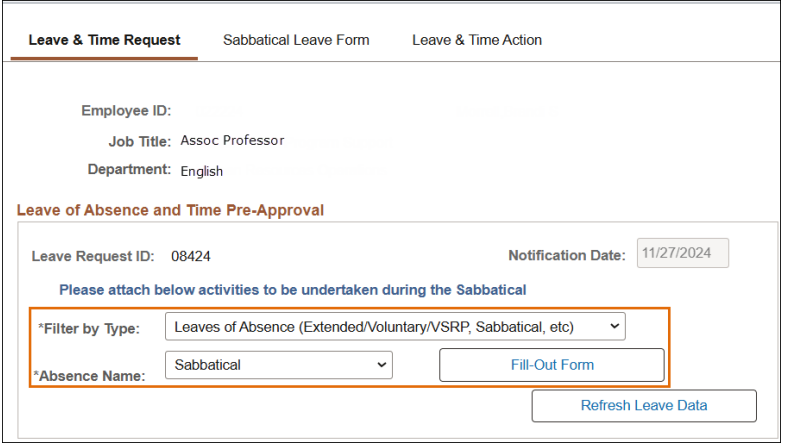
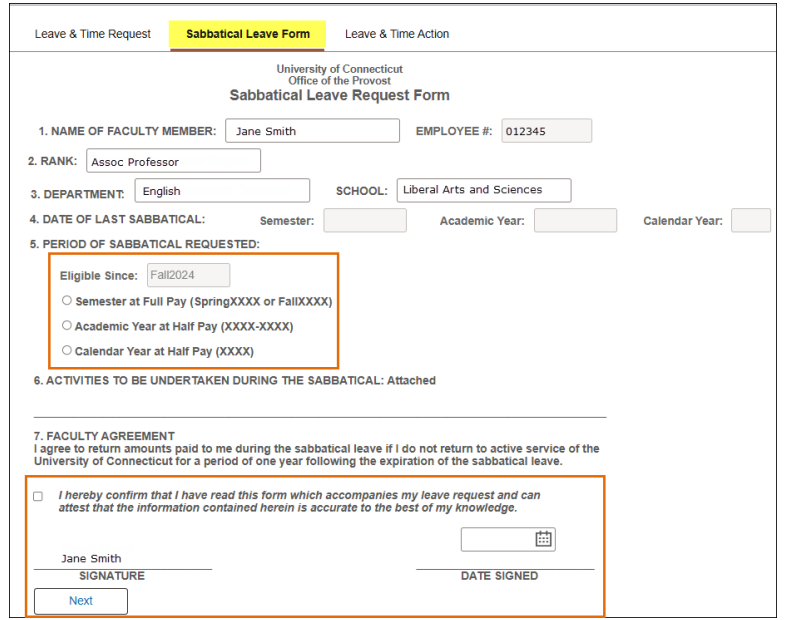
University of Connecticut

Submitting a Leave Request: Sabbatical

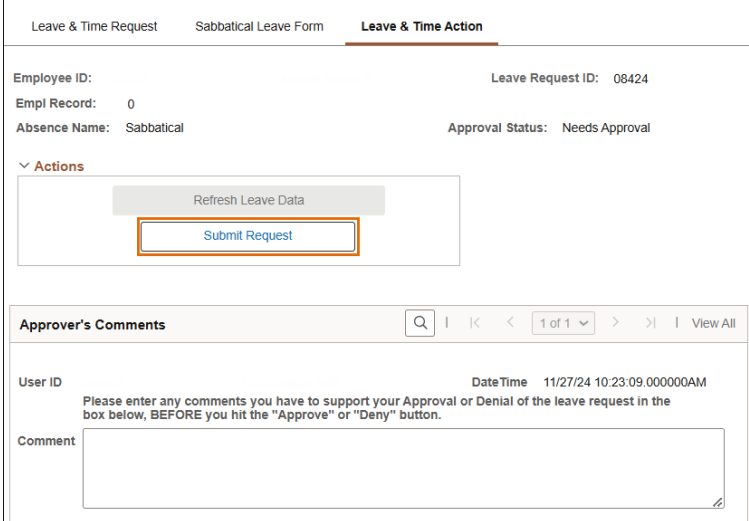
Overview UConn faculty members will use this job aid to assist them in requesting a sabbatical leave.

Process Steps

| Step | Action | Screenshot | | | | | | | | | | | | | | | | |
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| 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 colspan="4">Submit New Leave Requests</th></tr><tr><td colspan="4"><input type="text"/> <input type="button" value="Q"/></td></tr><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> | Submit New Leave Requests | | | | <input type="text"/> <input type="button" value="Q"/> | | | | Empl Record | Job Code Description | Hourly Rate | Department Description | 0 | Assoc Professor | | English |
| Submit New Leave Requests | | | | | | | | | | | | | | | | | | |
| <input type="text"/> <input type="button" value="Q"/> | | | | | | | | | | | | | | | | | | |
| Empl Record | Job Code Description | Hourly Rate | Department Description | | | | | | | | | | | | | | | |
| 0 | Assoc Professor | | English | | | | | | | | | | | | | | | |

| Step | Action | Screenshot |
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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 (Extended/Voluntary/VSRP, Sabbatical, etc.) from the pull down menu.</p> <p>Next to Absence Name, select Sabbatical from the pull down menu.</p> <p>You can describe the activities to be undertaken while on sabbatical in the Comments box, or you can attach a description 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 Sabbatical Leave Form tab.</p> |  <p>The screenshot shows the 'Leave & Time Request' interface. At the top, there are tabs for 'Leave & Time Request', 'Sabbatical Leave Form', and 'Leave & Time Action'. Below this, employee information is displayed: Employee ID, Job Title (Assoc Professor), and Department (English). The 'Leave of Absence and Time Pre-Approval' section shows a Leave Request ID of 08424 and a Notification Date of 11/27/2024. A red box highlights the 'Filter by Type' dropdown menu, which is currently set to 'Leaves of Absence (Extended/Voluntary/VSRP, Sabbatical, etc.)', and the 'Absence Name' dropdown menu, which is set to 'Sabbatical'. A 'Fill-Out Form' button is located to the right of the 'Absence Name' dropdown. Below this, there is an 'Attachment' section with a search bar and a table for managing attachments. The table has columns for 'Attach', 'Description', 'Attached File', and 'Open'. A 'Next' button is at the bottom of the attachment section.</p> |
| 4 | <p>The Sabbatical Leave Request Form will be auto-populated based on information in CORE-CT, including the date of your last sabbatical and your next sabbatical eligibility. If any of this information needs to be changed, you must contact a Human Resources Leave Administrator.</p> <p>Under item 5, select the period of sabbatical you are requesting, between:</p> <ul style="list-style-type: none"> • Semester at Full Pay • Academic Year at Half Pay • Calendar Year at Half Pay <p>Under item 7, click on the acknowledgement box, which will auto-populate the current date.</p> |  <p>The screenshot shows the 'Sabbatical Leave Request Form' for the University of Connecticut, Office of the Provost. The form is pre-filled with information: 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, with radio buttons for Semester at Full Pay (SpringXXXX or FallXXXX), Academic Year at Half Pay (XXXX-XXXX), and Calendar Year at Half Pay (XXXX). A red box highlights the 'Eligible Since' dropdown and the radio button options. 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. At the bottom, there is a confirmation box: '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.' Below this, there are fields for 'Jane Smith SIGNATURE' and 'DATE SIGNED', with a 'Next' button at the bottom.</p> |

| Step | Action | Screenshot |
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| 5 | <p>Items 8 through 11 include the names of the approvers to whom your request will automatically be routed after each level of approval.</p> <p>Click on Next under your signature line or Proceed to Submit Page at the bottom of the form.</p> | <p>The screenshot displays four sequential approval steps:</p> <ul style="list-style-type: none"> 8. DEPARTMENT HEAD APPROVAL: Includes a text box for resources needed, a confirmation checkbox, and radio buttons for 'RECOMMEND APPROVAL OF THIS REQUEST' and 'DO NOT RECOMMEND APPROVAL OF THIS REQUEST'. A 'Next' button is located below the signature line. 9. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE): Similar structure to step 8. 10. DEAN'S APPROVAL: Similar structure to step 8. 11. PROVOST'S APPROVAL: Similar structure to step 8. <p>At the bottom of the form, there is a 'Board of Trustees Approval Date' field with a calendar icon, and a 'Proceed to Submit Page' button highlighted with an orange border and an arrow pointing to it.</p> |

| Step | Action | Screenshot |
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| 6 | <p>You will be brought to the Leave & Time Action tab.</p> <p>Click Submit Request.</p> <p>Once you have submitted your request, you will be able to see the routing of your request at the bottom of the page. To check on the status of your request, you can return to this page at any time.</p> <p>You will receive a system notification when the Provost’s office has approved your sabbatical request or submission to the Board of Trustees.</p> |  |