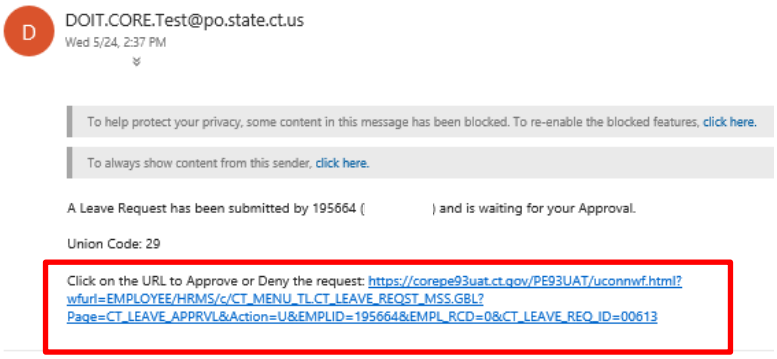
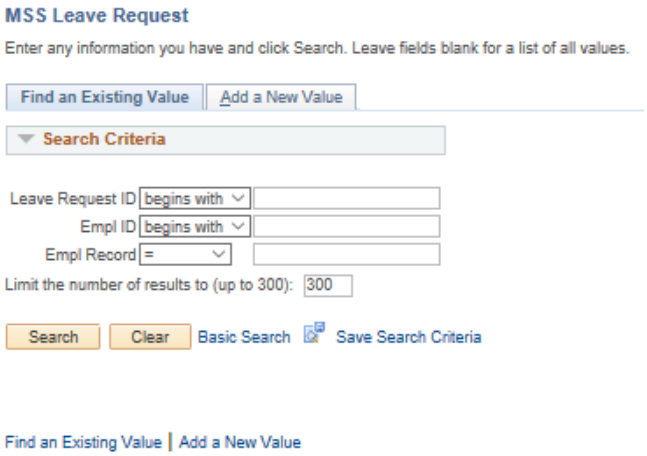
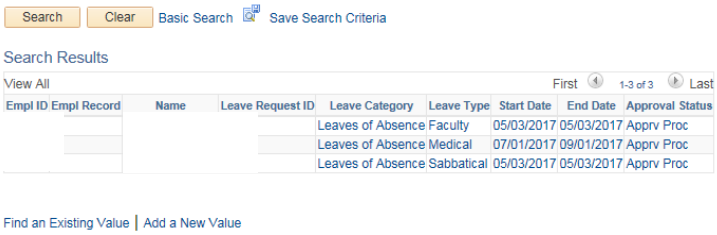
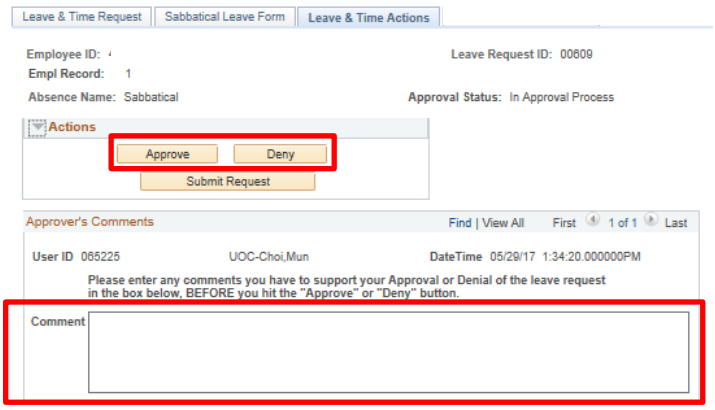
University of Connecticut

Approving or Denying a Leave of Absence

Overview Employees who approve or deny leaves of absence in CORE-CT will use this job aid.

Process Steps

Step	Action	Screenshot
1	You will receive an email notification when an employee submits a leave request that requires your approval. Additionally, the leave request will appear in your Worklist in CORE-CT.	
2	Click on the link in the email. If you are not logged into CORE-CT, you will be brought to the log in screen. When you log in, you will be automatically routed to the leave. As an alternative, you can search for leaves using the Management Self Service (MSS) Leave Management tool. Navigation: **Main Menu > Manager Self Service > Leave Management > Leave Request** or From your **Home** page, under the **Leave Management** section, click on **Manage and Approve Empl Leaves**	

Step	Action	Screenshot
3	If you have not linked directly to the leave, you can access the leave using the search tool. Click on the **Find an Existing Value** tab and enter any known information. Click **Search**.	
4	Under **Search Results** click on the Leave Request ID of the leave you want to review, approve, or deny.	

Step	Action	Screenshot
5	Each leave of absence request has a minimum of two tabs: **Leave & Time Request** – completed by the employee **Leave & Time Action** – tab on which you will submit your approval or denial of the leave request and indicate any comments The following leave of absence types also require that you approve or deny the leave on the specialized form, which will have its own tab: • Sabbatical • Sabbatical Modification • Faculty Special and Educational Leaves • Voluntary Schedule Reduction Program (VSRP) • Unpaid Personal You must first approve or deny the leave on the specialized form, then click **Leave & Time Action**.	
6	On the **Leave & Time Action** tab, prior to clicking **Approve** or **Deny**, type any comments you have in the **Comment** box. Comments you enter will be viewable to anyone with access to the leave, including the employee. If you approve the leave, it will be circulated to the next approver. If you are the final approver, the employee will receive an email notification of the approval. If you deny the leave, the employee will be notified via email.