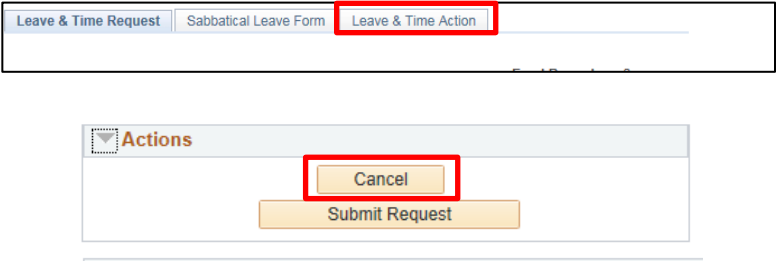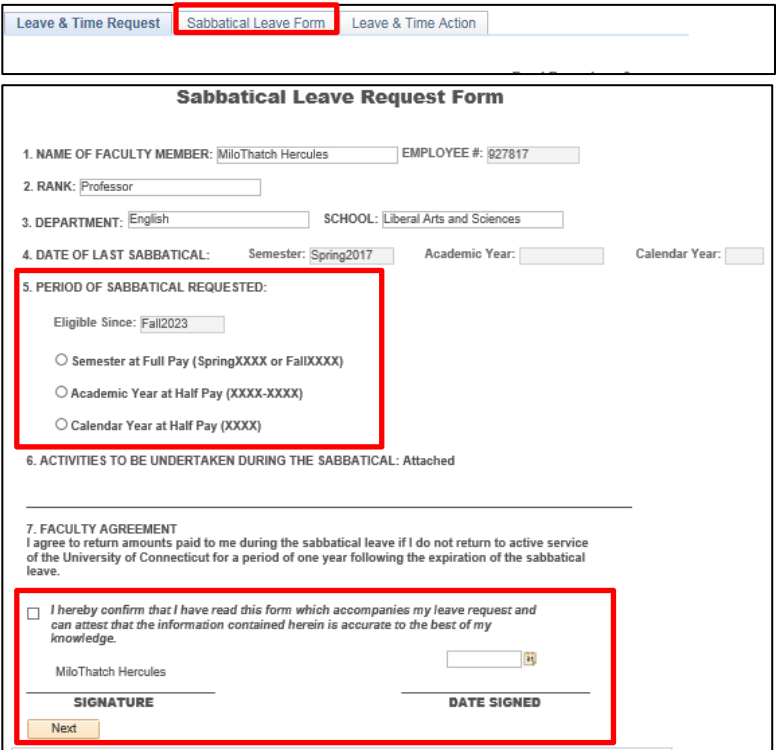# University of Connecticut

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: **Main Menu > Self Service > Leave Management > Submit or Modify Leave Request**	
2	On the **ESS Leave Request** page, click on the **Find an Existing Value** tab. Your employee ID will auto-populate and cannot be changed. Enter your sabbatical leave request ID if you know it. Click **Search**.	
3	Under **Search Results** and column header **Leave Type,** click on **Sabbatical**.	

Step	Action	Screenshot
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 ▼ **Actions** Cancel Submit Request
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 **Sabbatical Leave Request Form** 1. NAME OF FACULTY MEMBER: MiloThatch Hercules EMPLOYEE #: 927817 2. RANK: Professor 3. DEPARTMENT: English SCHOOL: Liberal Arts and Sciences 4. DATE OF LAST SABBATICAL: Semester: Spring2017 Academic Year: Calendar Year: 5. PERIOD OF SABBATICAL REQUESTED: Eligible Since: Fall2023 ○ Semester at Full Pay (SpringXXXX or FallXXXX) ○ 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. MiloThatch Hercules SIGNATURE DATE SIGNED Next Leave & Time Request | Sabbatical Leave Form | Leave & Time Action ▼ **Actions** Cancel 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.	