



UCONN | UNIVERSITY OF CONNECTICUT

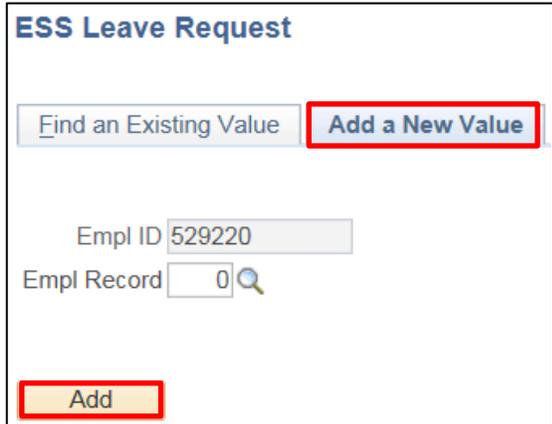
University of Connecticut

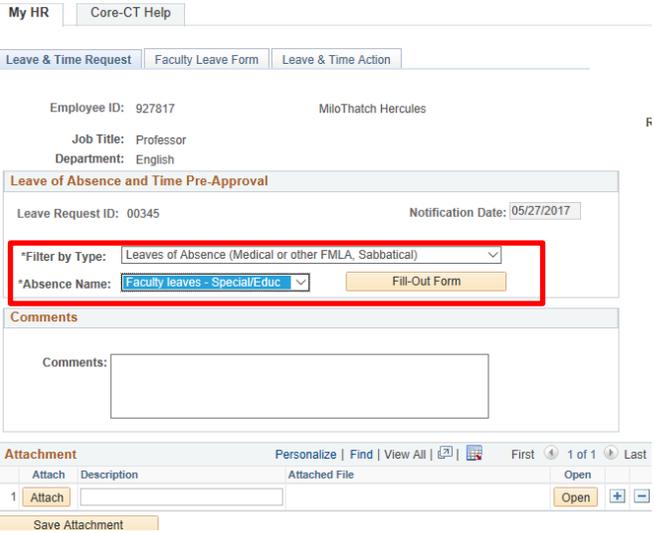
Submitting a Leave Request: Faculty Personal and Other Leaves

Overview UConn faculty members will use this job aid to assist them in requesting a personal leave of absence or a special leave, such as a leave under the Intergovernmental Personnel Act.

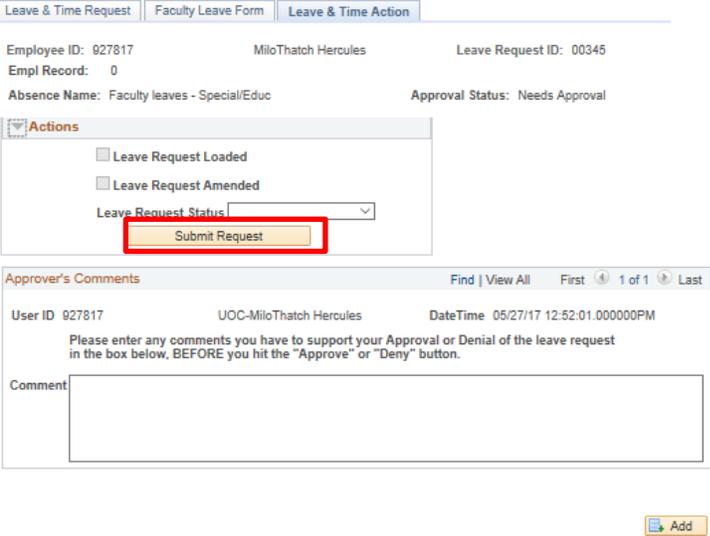
Note: Foreign Nationals on a University of Connecticut sponsored visa should consult with the Department of International Services and Programs regarding the impact of leaves of absence on their visa status and eligibility.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Leave Management > Leave Request or From your Home page under Leave Management , click Submit or Modify Leave Request	
2	On the ESS Leave Request page, click the Add a New Value tab. Your employee ID will auto-populate and cannot be changed. The Empl Record will auto-populate with your primary job record, which is the record number from which you will request your leave. Click Add .	

Step	Action	Screenshot
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 from the pull down menu.</p> <p>Next to Absence Name, select Faculty leaves – Special/Educ from the pull down menu.</p> <p>The Comments box allows you to include information about your leave for approvers to consider, or you can attach information 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 Faculty Leave Form tab.</p>	

Step	Action	Screenshot
4	<p>Complete the Faculty Leave Request Form, then at the bottom of the form click Proceed to Submit Page to move to the Leave & Time Actions tab.</p>	<p>The screenshot shows the 'Faculty Leave Request Form' with the following details:</p> <ul style="list-style-type: none"> 1. NAME OF FACULTY MEMBER: MiloThatch Hercules 2. RANK: Professor 3. DEPARTMENT: English SCHOOL: Liberal Arts and Sciences 4. LEAVE REQUEST: <ul style="list-style-type: none"> <input type="radio"/> Personal Leave (Unpaid) <ul style="list-style-type: none"> Date: 05/27/2017 to 05/27/2017 If eligible, do you want your tenure clock to stop for one year? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other Leave (e.g., Intergovernmental Personnel Act) - Specify: _____ <ul style="list-style-type: none"> Date: 05/27/2017 to 05/27/2017 Unpaid <input type="radio"/> Paid <input type="radio"/> Partial Pay, percentage: _____ Will the University of Connecticut receive compensation from an external source toward funding the leave? <input type="radio"/> No <input type="radio"/> Yes (Funding agency and amount of compensation: _____) 7. DEPARTMENT HEAD APPROVAL: <ul style="list-style-type: none"> Departments are expected to cover the teaching assignments of faculty members on leave through salary savings or other resources. <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. ChefLouis RescuersDownUnder SIGNATURE DATE SIGNED 8. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE): <ul style="list-style-type: none"> If a faculty member assigned to teach at a regional campus requests leave, the department head and dean are expected to provide the necessary resources to the regional campus to cover the teaching assignments through salary savings or other resources. <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. SIGNATURE DATE SIGNED 9. DEAN'S APPROVAL: <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. Kiara DarkwingDuck SIGNATURE DATE SIGNED 10. PROVOST'S APPROVAL: <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I APPROVE THIS REQUEST. <input type="checkbox"/> I DO NOT APPROVE THIS REQUEST. Nathaniel JungleBook SIGNATURE DATE SIGNED <p>Per the By-Laws, "Ordinarily, a leave with or without pay awarded for the purpose of pursuing scholarly research activities shall be included in the probationary period toward tenure. A leave of at least one semester for personal or other reasons ordinarily will not be included in the probationary period toward tenure" (XIV.C.4).</p> <p>Proceed to Submit Page</p>

Step	Action	Screenshot
5	On the Leave & Time Action tab, click Submit Request .	 <p>The screenshot shows the 'Leave & Time Action' tab selected. At the top, there are navigation tabs: 'Leave & Time Request', 'Faculty Leave Form', and 'Leave & Time Action'. Below these, the following information is displayed: Employee ID: 927817, MiloThatch Hercules, Leave Request ID: 00345; Empl Record: 0; Absence Name: Faculty leaves - Special/Educ; Approval Status: Needs Approval.</p> <p>An 'Actions' panel is visible, containing: <ul style="list-style-type: none"> <input type="checkbox"/> Leave Request Loaded <input type="checkbox"/> Leave Request Amended Leave Request Status: [dropdown menu] Submit Request (highlighted with a red box) </p> <p>Below the actions panel is the 'Approver's Comments' section, which includes a search bar, 'Find View All', and pagination 'First 1 of 1 Last'. It shows User ID 927817, UOC-MiloThatch Hercules, and DateTime 05/27/17 12:52:01.000000PM. A text box prompts the user to enter comments to support approval or denial before hitting the 'Approve' or 'Deny' button. A 'Comment' label is next to the text box. An 'Add' button is at the bottom right.</p>
6	The Faculty Leave Request Form is electronically circulated for review and consideration of approval. You will be able to view the status of your leave request at any time.	