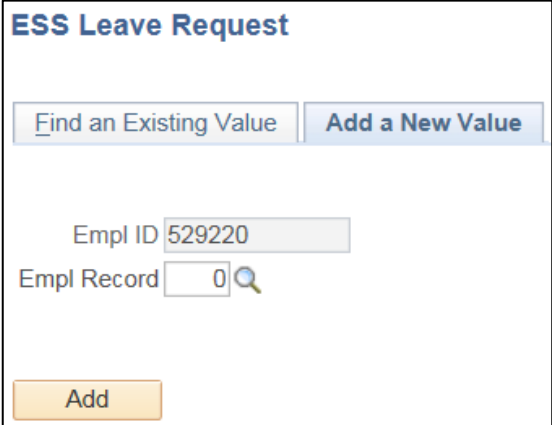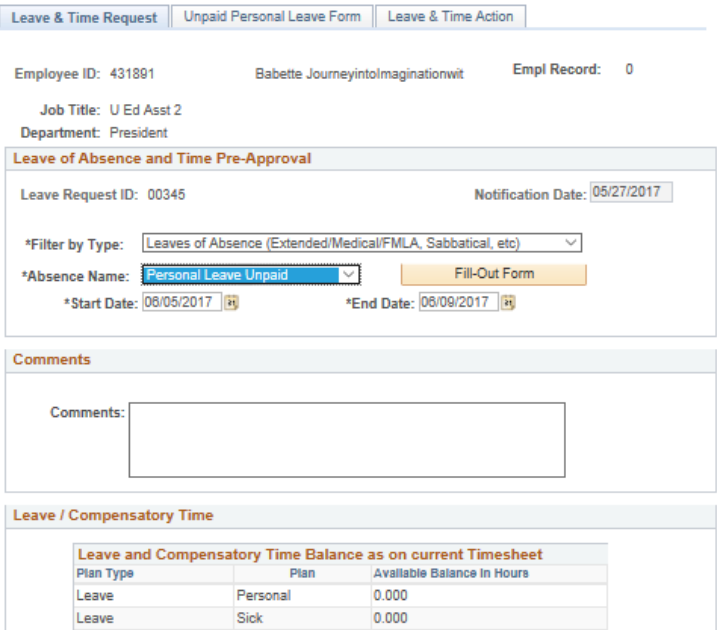**University of Connecticut**

Submitting a Leave Request: Personal Leave (Non-Faculty)

Overview   Employees will use this job aid to help them request an unpaid personal leave of absence.
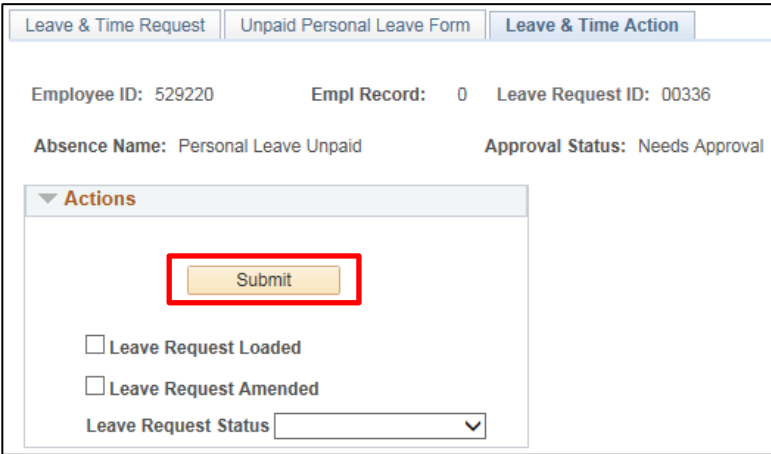
Note: Employees must exhaust all vacation and other time accruals before they are eligible for an unpaid personal leave. Accrual balances are reflected on the absence request page.

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**	

Step	Action	Screenshot
2	On the **ESS Leave Request** page, click on the **Add a New Value** tab. Your employee ID will auto-populate and cannot be changed. Your employee record will auto-populate with your primary job record number. If you are taking a leave from your primary job, click **Add** below to begin. If you are taking a leave from a secondary job, enter the employee record number of your secondary job, then click **Add**. **Note:** If you do not know the employee record number of your secondary job, click on the magnifying glass to open a search pop-up box. Click **Look Up** and each of your record numbers with a job description and department will be listed. Click on the record number from which you want to take your leave and it will auto-populate the **Empl Record** field.	**ESS Leave Request** Find an Existing Value | **Add a New Value** Empl ID 529220 Empl Record 0 Add
3	Your job information will populate on the top of the **Leave & Time Request** tab. Select the following: • **Filter by Type**: Leaves of Absence • **Absence Name**: Personal Leave Unpaid Enter the **Start Date** and **End Date**. The **Comments** section allows employees to provide additional information. Once complete, click **Fill-Out Form** or the **Unpaid Personal Leave Form** tab**.**	Leave & Time Request | Unpaid Personal Leave Form | Leave & Time Action Employee ID: 431891 Babette JourneyintoImaginationwit Empl Record: 0 Job Title: U Ed Asst 2 Department: President **Leave of Absence and Time Pre-Approval** Leave Request ID: 00345 Notification Date: 05/27/2017 *Filter by Type: Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc) *Absence Name: Personal Leave Unpaid Fill-Out Form *Start Date: 06/05/2017 *End Date: 06/09/2017 **Comments** Comments: **Leave / Compensatory Time** Leave and Compensatory Time Balance as on current Timesheet Plan Type | Plan | Available Balance In Hours Leave | Personal | 0.000 Leave | Sick | 0.000

Step	Action	Screenshot
4	Complete the **Request for Personal/Emergency Leave Without Pay of more than 5 Days** form. Click on the attestation under the **Employee Signature** section, which will automatically populate the signature date. The names of the approvers will auto-populate on the form, which will be circulated for approval after you submit the request. Click **Next** below your electronic signature, which will take you to the **Leave & Time Action** tab.	

Step	Action	Screenshot
		FOR FINAL REVIEW SEND TO LEAVE ADMINISTRATOR, HUMAN RESOURCES, UNIT 5075 **FOR HUMAN RESOURCES USE:** ☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. Reviewed and recommended for ◯ The employee's request is approved. ◯ Position Held ◯ Position Not Held ◯ The employee's request is not approved because: Human Resources Leave Administrator Signature Signature Date Proceed to Submit/Next Form
5	On the **Leave & Time Action** tab, click **Submit**.	Leave & Time Request Unpaid Personal Leave Form **Leave & Time Action** Employee ID: 529220 Empl Record: 0 Leave Request ID: 00336 Absence Name: Personal Leave Unpaid Approval Status: Needs Approval ▼ Actions Submit ☐ Leave Request Loaded ☐ Leave Request Amended Leave Request Status [▾]
6	Once submitted, the Personal Unpaid Leave request will be sent to your employing department for review and approval/denial from your Supervisor and the Dean, Director or Department Head. Your employing department will confirm if your position will be held or not held upon your return, if approved. You can check the status of your leave at any time. Once your employing department submits their approval or denial of the request, it is routed to the Human Resources Leave Administrators (HRLA) for final review. You will be notified of the request status once HRLA completes the form.	