



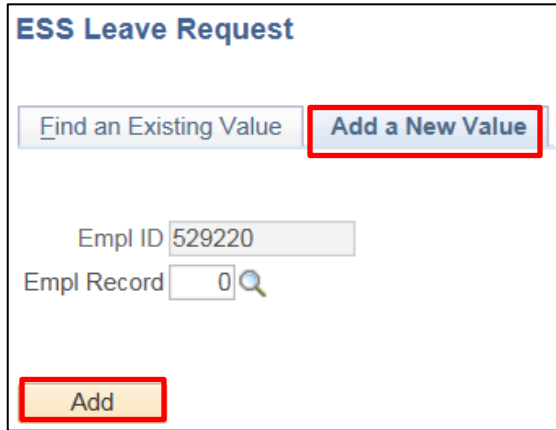
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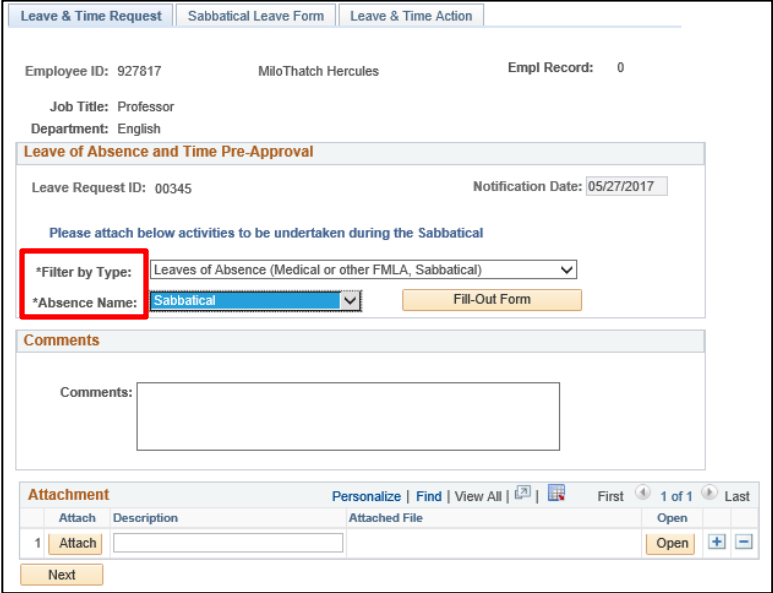
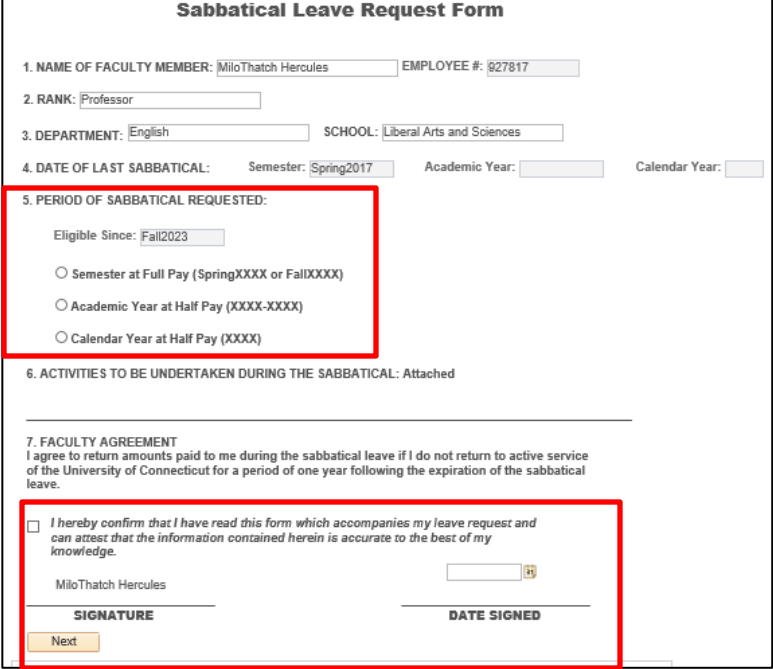
University of Connecticut

Submitting a Leave Request: Sabbatical

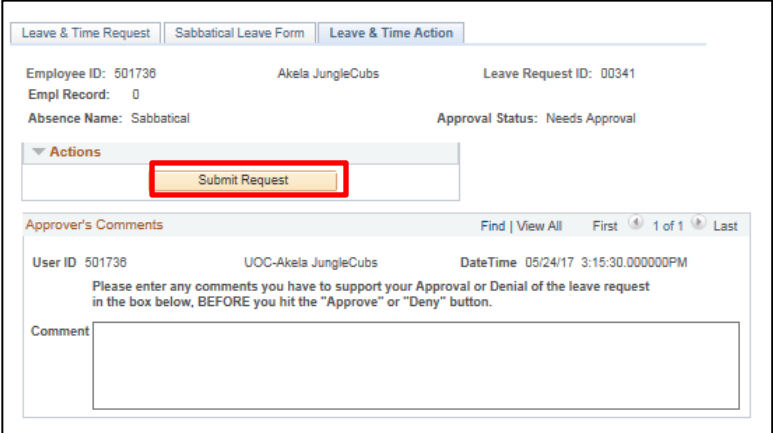
Overview UConn faculty members will use this job aid to assist them in requesting a sabbatical leave.

Process Steps

| Step | Action | Screenshot |
|------|---|--|
| 1 | Navigation: Main Menu > Self Service > Leave Management > Submit or Modify Leave Request or From your Home page under Leave Management , click Submit or Modify Leave Request | |
| 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. The Empl Record will auto-populate with your primary job record, which is the record number from which you will request sabbatical. 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 (Extended/Medical/FMLA, 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> |  |
| 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> |  |

| Step | Action | Screenshot |
|------|--|--|
| 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>8. DEPARTMENT HEAD APPROVAL Departments are expected to make every effort to cover the teaching assignments of the faculty member with departmental resources. \$ [] are needed to replace the teaching responsibilities of the faculty member.</p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</p> <p><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>MorganaMcCawber LionKing1.5</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> <hr/> <p>9. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE) \$ [] are needed to replace the teaching responsibilities of the faculty member.</p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</p> <p><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>[]</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> <hr/> <p>10. DEAN'S APPROVAL Resources Committed to Sabbatical Leave: \$ []</p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</p> <p><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>FifiFeatherduster ThreeCaballeros</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> <hr/> <p>11. PROVOST'S APPROVAL</p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.</p> <p><input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>Dr.JoshuaSweet Wreck-ItRalph</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> <p>Provost's Office will submit completed form to Human Resources following Board of Trustees approval for internal distribution.</p> <p>Board of Trustees Approval Date: []</p> <p>Proceed to Submit Page</p> |

| Step | Action | Screenshot |
|------|---|---|
| 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> |  <p>The screenshot displays the 'Leave & Time Action' interface. At the top, there are three tabs: 'Leave & Time Request', 'Sabbatical Leave Form', and 'Leave & Time Action'. The current page shows the following details:</p> <ul style="list-style-type: none"> Employee ID: 501736 Empl Record: 0 Absence Name: Sabbatical Akela JungleCubs Leave Request ID: 00341 Approval Status: Needs Approval <p>Under the 'Actions' section, the 'Submit Request' button is highlighted with a red box. Below this is the 'Approver's Comments' section, which includes a 'Find View All' link, a 'First' button, a '1 of 1' indicator, and a 'Last' button. The user information is: User ID 501736, UOC-Akela JungleCubs, and DateTime 05/24/17 3:15:30.000000PM. A text area is provided for the approver to enter comments, with the instruction: 'Please enter any comments you have to support your Approval or Denial of the leave request in the box below, BEFORE you hit the "Approve" or "Deny" button.'</p> |