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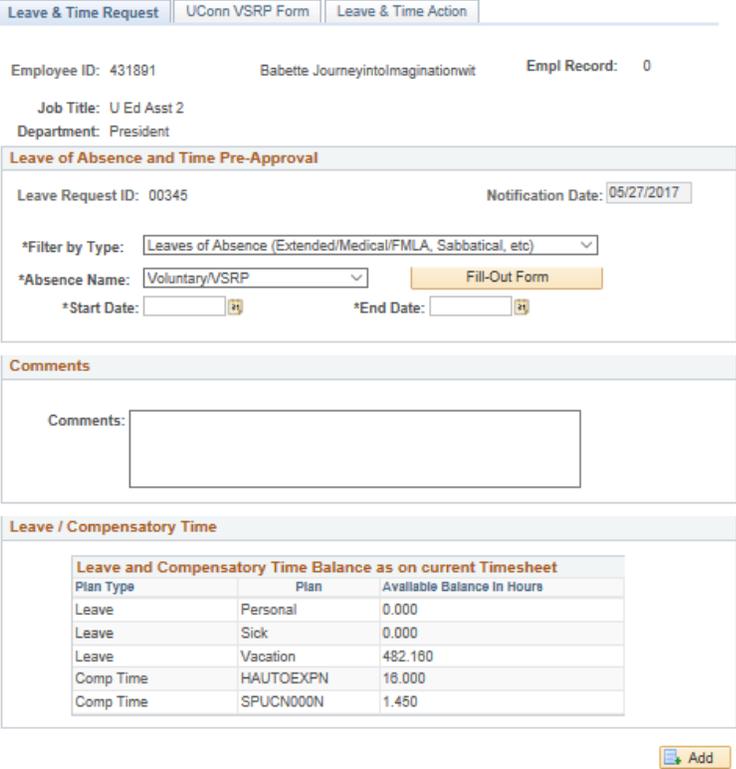
University of Connecticut

Submitting a Leave Request: VSRP

Overview Employees will use this job aid to submit a Voluntary Schedule Reduction Program (VSRP) leave request in Core-CT.

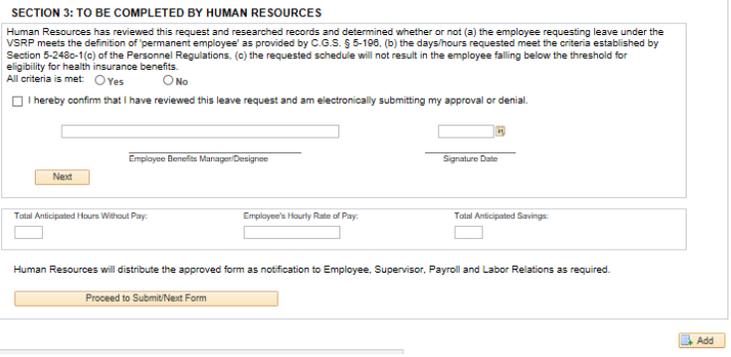
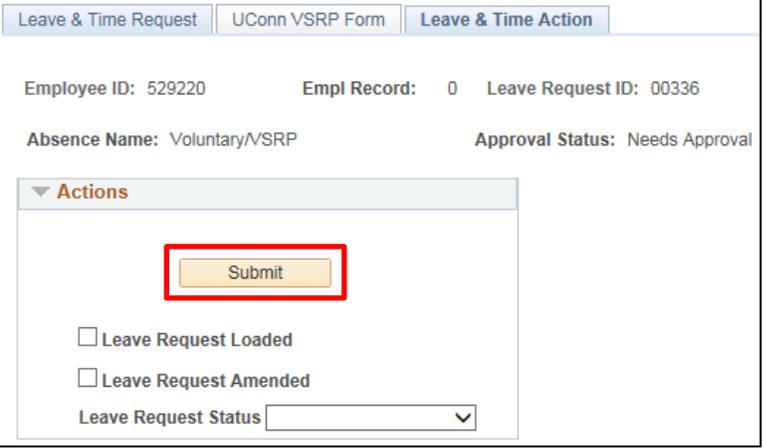
Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Self Service > Leave Management > Leave Request or From your Home page under Leave Management , click Submit or Modify Leave Request	
2	<p>On the ESS Leave Request page, click on the Add a New Value tab.</p> <p>Your employee ID will auto-populate and cannot be changed.</p> <p>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.</p> <p>If you are taking a leave from a secondary job, enter the employee record number of your secondary job, then click Add.</p> <p>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.</p>	

Step	Action	Screenshot																		
3	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Select the following:</p> <ul style="list-style-type: none"> • Filter by Type: Leaves of Absence • Absence Name: Voluntary/VSRP <p>Enter the Start Date and End Date.</p> <p>The Comments section allows employees to provide additional information.</p> <p>Once complete, click Fill-Out Form or the UConn VSRP Form tab.</p>	 <p>The screenshot displays the 'Leave & Time Request' form. At the top, there are tabs for 'Leave & Time Request', 'UConn VSRP Form', and 'Leave & Time Action'. The form shows employee details: Employee ID: 431891, Babette Journeyintolmaginationwit, Empl Record: 0, Job Title: U Ed Asst 2, and Department: President. The 'Leave of Absence and Time Pre-Approval' section includes a Leave Request ID of 00345 and a Notification Date of 05/27/2017. There are dropdown menus for 'Filter by Type' (set to 'Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc)') and '*Absence Name' (set to 'Voluntary/VSRP'). There are also input fields for '*Start Date' and '*End Date'. A 'Fill-Out Form' button is visible. Below this is a 'Comments' section with a text area. At the bottom, there is a table titled 'Leave and Compensatory Time Balance as on current Timesheet'.</p> <table border="1" data-bbox="862 856 1414 1024"> <thead> <tr> <th>Plan Type</th> <th>Plan</th> <th>Available Balance In Hours</th> </tr> </thead> <tbody> <tr> <td>Leave</td> <td>Personal</td> <td>0.000</td> </tr> <tr> <td>Leave</td> <td>Sick</td> <td>0.000</td> </tr> <tr> <td>Leave</td> <td>Vacation</td> <td>482.160</td> </tr> <tr> <td>Comp Time</td> <td>HAUTOEXPN</td> <td>16.000</td> </tr> <tr> <td>Comp Time</td> <td>SPUCN000N</td> <td>1.450</td> </tr> </tbody> </table>	Plan Type	Plan	Available Balance In Hours	Leave	Personal	0.000	Leave	Sick	0.000	Leave	Vacation	482.160	Comp Time	HAUTOEXPN	16.000	Comp Time	SPUCN000N	1.450
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<p>4</p>	<p>Complete the form.</p> <p>Important Note: You must complete a separate form for each fiscal year. For example, if you will be working a reduced schedule over the summer, you must complete one request for the period prior to 7/1 and another request for the period 7/1 and later.</p> <p>Click on the attestation under the Employee Statement section, which will automatically populate the signature date.</p> <p>The names of the approvers will auto-populate on the form, which will be circulated for approval after you submit the request.</p> <p>Click Next below your electronic signature, which will take you to the Leave & Time Action tab.</p>	<p>VOLUNTARY SCHEDULE REDUCTION PROGRAM (VSRP) APPLICATION</p> <p>SECTION 1: TO BE COMPLETED BY EMPLOYEE</p> <p>Name: Babette Journeyintomaginionwit Department: President Employee Number: 431891</p> <p>Contact Information: 5585</p> <p>Program Options: Fiscal year: _____</p> <p><input type="checkbox"/> Sporadic Days Off (full or partial). The actual date(s) (and hours if partial days) I am requesting off are:</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>Start Time</th> <th>End Time</th> <th>Duration (Hours)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Reduction in scheduled weekly hours during the period of: _____ To: _____ From: _____ The number of hours of VSRP I will be taking on each workday Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____ Total Number of Hours Per Week: _____ Please indicate below the schedule you will be working for any partial workdays.</p> <p><input type="checkbox"/> Leave of Absence (5 consecutive days or more) during the period of: 08/05/2017 To: 08/09/2017 (not to exceed 24 weeks per application, except for educational purposes)</p> <p>Employee Statement I am a permanent State employee and request to take unpaid voluntary leave pursuant to CGS §5-248c. I understand (1) the VSRP is voluntary on my part, (2) the approval of my request is at management discretion which is not subject to the grievance or arbitration procedure, (3) leave taken under the VSRP will not be counted toward completion of the promotional working test period, and (4) this arrangement may be modified, amended or terminated at any time prior to the leave by management, or myself, with or without cause.</p> <p><input type="checkbox"/> 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.</p> <p>Babette Journeyintomaginionwit _____ Signature Date</p> <p>SECTION 2: APPROVALS</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.</p> <p><input type="checkbox"/> I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE:</p> <p>Grace RobinHood _____ Supervisor Signature Date</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.</p> <p><input type="checkbox"/> I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE:</p> <p>FirstAncestorFa SleepingBeauty _____ Department Head Signature Date</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.</p> <p><input type="checkbox"/> I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE:</p> <p>_____ Dean or Director Signature Date</p>	Start Date	Start Time	End Time	Duration (Hours)	1			
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1										

Job Aid: Submitting a Leave Request: Voluntary Schedule Reduction Program (VSRP)

Step	Action	Screenshot
		 <p>SECTION 3: TO BE COMPLETED BY HUMAN RESOURCES</p> <p>Human Resources has reviewed this request and researched records and determined whether or not (a) the employee requesting leave under the VSRP meets the definition of "permanent employee" as provided by C.G.S. § 5-108, (b) the days/hours requested meet the criteria established by Section 5-248c-1(c) of the Personnel Regulations, (c) the requested schedule will not result in the employee falling below the threshold for eligibility for health insurance benefits.</p> <p>All criteria is met: <input type="radio"/> Yes <input type="radio"/> No</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>_____ Employee Benefits Manager/Designee</p> <p>_____ Signature Date</p> <p><input type="button" value="Next"/></p> <p>Total Anticipated Hours Without Pay: _____ Employee's Hourly Rate of Pay: _____ Total Anticipated Savings: _____</p> <p>Human Resources will distribute the approved form as notification to Employee, Supervisor, Payroll and Labor Relations as required.</p> <p><input type="button" value="Proceed to Submit/Next Form"/></p> <p><input type="button" value="Add"/></p>
5	On the Leave & Time Action tab, click Submit .	 <p>Leave & Time Request UConn VSRP Form Leave & Time Action</p> <p>Employee ID: 529220 Empl Record: 0 Leave Request ID: 00336</p> <p>Absence Name: Voluntary/VSRP Approval Status: Needs Approval</p> <p>▼ Actions</p> <p><input type="button" value="Submit"/></p> <p><input type="checkbox"/> Leave Request Loaded</p> <p><input type="checkbox"/> Leave Request Amended</p> <p>Leave Request Status <input type="text"/></p>
6	The VSRP request is electronically circulated for review and consideration of approval. You will be able to view the status of your leave request at any time. You will receive an email when your leave has been approved.	