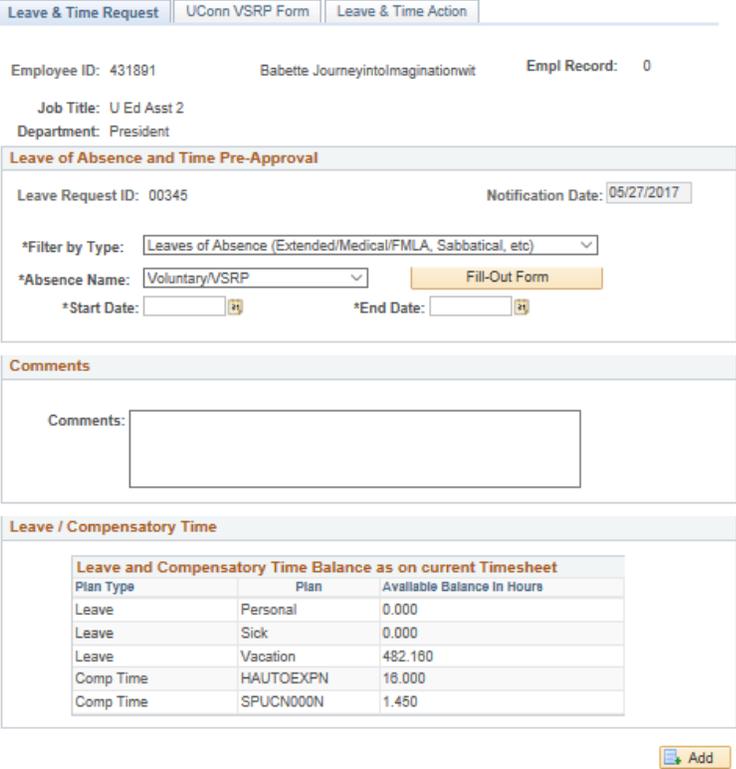# University of Connecticut

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.
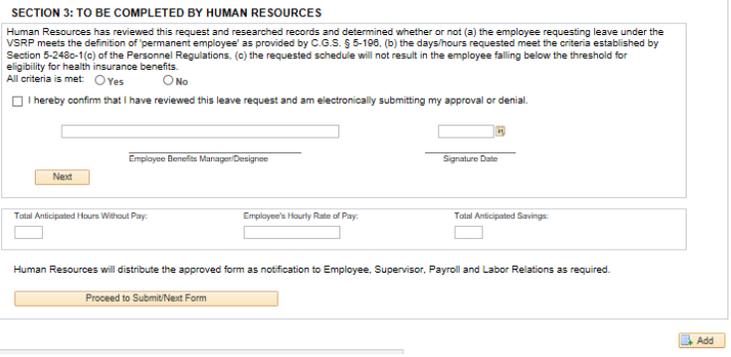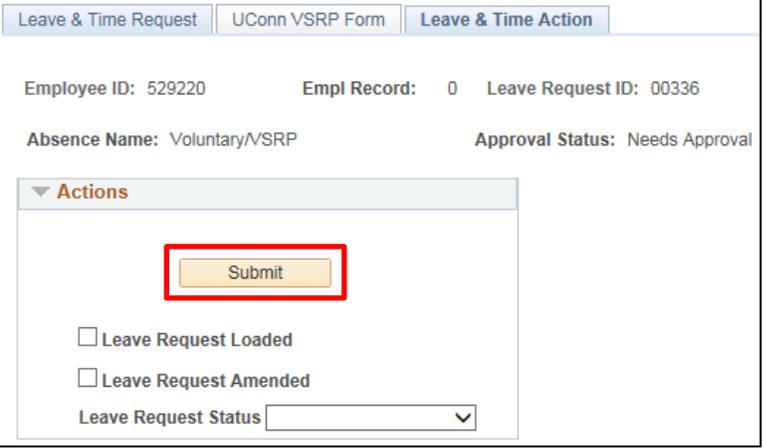
Process Steps

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	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

Step	Action	Screenshot
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**: Voluntary/VSRP Enter the Start Date and End Date. The **Comments** section allows employees to provide additional information. Once complete, click **Fill-Out Form** or the **UConn VSRP Form** tab.	

Step	Action	Screenshot
4	Complete the form. **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. Click on the attestation under the **Employee Statement** 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
		SECTION 3: TO BE COMPLETED BY HUMAN RESOURCES 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. § 5-196, (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. All criteria is met: ○ Yes ○ No ☐ I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. Employee Benefits Manager/Designee Signature Date Next Total Anticipated Hours Without Pay: Employee's Hourly Rate of Pay: Total Anticipated Savings: Human Resources will distribute the approved form as notification to Employee, Supervisor, Payroll and Labor Relations as required. Proceed to Submit/Next Form Add
5	On the **Leave & Time Action** tab, click **Submit**.	Leave & Time Request UConn VSRP Form **Leave & Time Action** Employee ID: 529220 Empl Record: 0 Leave Request ID: 00336 Absence Name: Voluntary/VSRP Approval Status: Needs Approval ▼ Actions Submit ☐ Leave Request Loaded ☐ Leave Request Amended Leave Request Status [▼]
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.	