



UCONN | UNIVERSITY OF CONNECTICUT

University of Connecticut

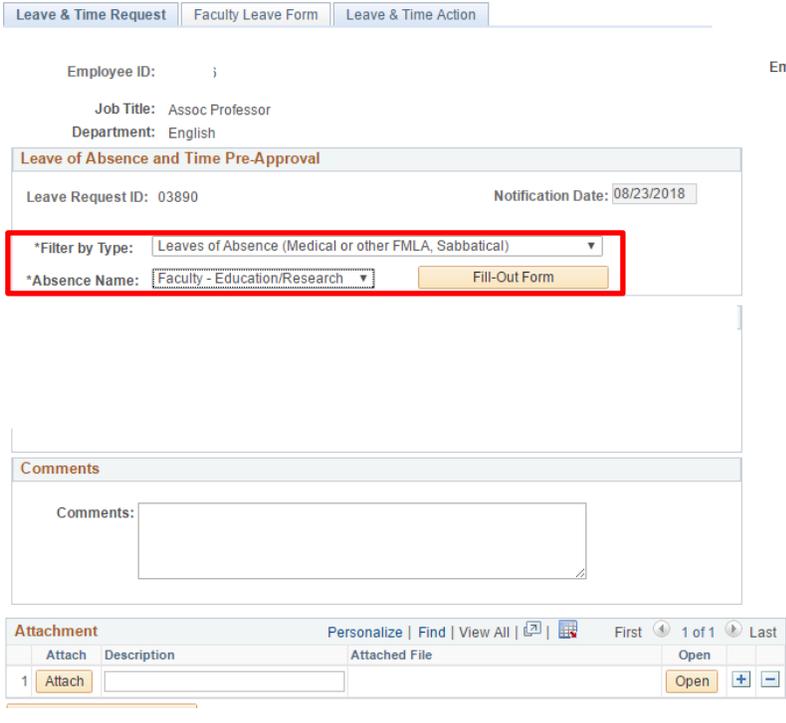
Submitting a Leave Request: Faculty Personal and Other Leaves

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.

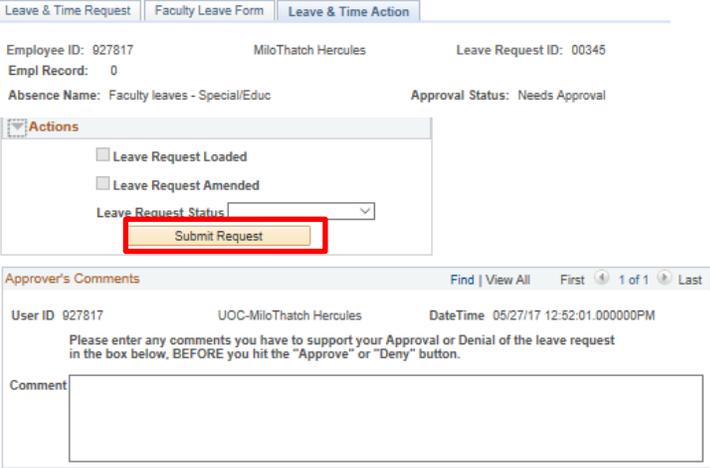
Note: Foreign Nationals on a University of Connecticut sponsored visa should consult with the Department of International Services and Programs regarding the impact of leaves of absence on their visa status and eligibility.

Process Steps

Step	Action	Screenshot										
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Leave Management > Submit, Search, Modify Leave or From your Home page under Leave Management , click Submit, Search, Modify Leave											
2	On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate. To Submit a New Leave Request , choose the appropriate Empl Record/Job Code Description that you are taking leave from by clicking on the Job Code Description link associated with that record.	<p>Submit, Search, Modify Leave</p> <p>Submit New Leave Requests</p> <p>Personalize Find 1 of 1</p> <table border="1"><thead><tr><th>Empl Record</th><th>Job Code Description</th><th>Hourly Rate</th><th>Department Description</th><th>Location Description</th></tr></thead><tbody><tr><td>0</td><td>Assoc Professor</td><td></td><td>English</td><td>UC-STAMFORD</td></tr></tbody></table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	0	Assoc Professor		English	UC-STAMFORD
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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 – Education/Research 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>	 <p>The screenshot shows the 'Leave of Absence and Time Pre-Approval' form. At the top, there are tabs for 'Leave & Time Request', 'Faculty Leave Form', and 'Leave & Time Action'. Below the tabs, employee information is displayed: Employee ID, Job Title (Assoc Professor), and Department (English). The form title is 'Leave of Absence and Time Pre-Approval'. It shows a Leave Request ID of 03890 and a Notification Date of 08/23/2018. A red box highlights the 'Filter by Type' dropdown menu, which is set to 'Leaves of Absence (Medical or other FMLA, Sabbatical)'. Below it, the 'Absence Name' dropdown menu is set to 'Faculty - Education/Research', and a 'Fill-Out Form' button is visible. The form also includes a 'Comments' section with a text area and an 'Attachment' section with a table for managing attachments.</p>

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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' interface. At the top, there are tabs for 'Leave & Time Request', 'Faculty Leave Form', and 'Leave & Time Action'. The form contains the following sections:</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 From: [] 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) - [] <ul style="list-style-type: none"> Date: 05/27/2017 to 05/27/2017 From: [] <input type="radio"/> 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? <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes (Funding agency and amount of compensation): [] 7. DEPARTMENT HEAD APPROVAL <p>Departments are expected to cover the teaching assignments of faculty members on leave through salary savings or other resources.</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 DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>ChefLouis RescuersDownUnder []</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> 8. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE) <p>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.</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 DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>[]</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> 9. DEAN'S APPROVAL <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 DO NOT RECOMMEND APPROVAL OF THIS REQUEST.</p> <p>Kiara DarkwingDuck []</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> 10. PROVOST'S APPROVAL <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 APPROVE THIS REQUEST.</p> <p><input type="checkbox"/> I DO NOT APPROVE THIS REQUEST.</p> <p>Nathaniel JungleBook []</p> <p>SIGNATURE DATE SIGNED</p> <p>Next</p> <p>The Provost's Office will submit completed forms to Human Resources for reporting to the Board of Trustees and internal distribution.</p> <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> <p>Add</p>

Step	Action	Screenshot
5	On the Leave & Time Action tab, click Submit Request .	 <p>The screenshot shows the 'Leave & Time Action' tab selected. The form displays the following information: Employee ID: 927817, Empl Record: 0, Absence Name: Faculty leaves - Special/Educ, and Approval Status: Needs Approval. In the 'Actions' section, there are checkboxes for 'Leave Request Loaded' and 'Leave Request Amended', a 'Leave Request Status' dropdown menu, and a 'Submit Request' button which is highlighted with a red rectangle. Below this is the 'Approver's Comments' section with a text area for comments and an 'Add' button 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.	