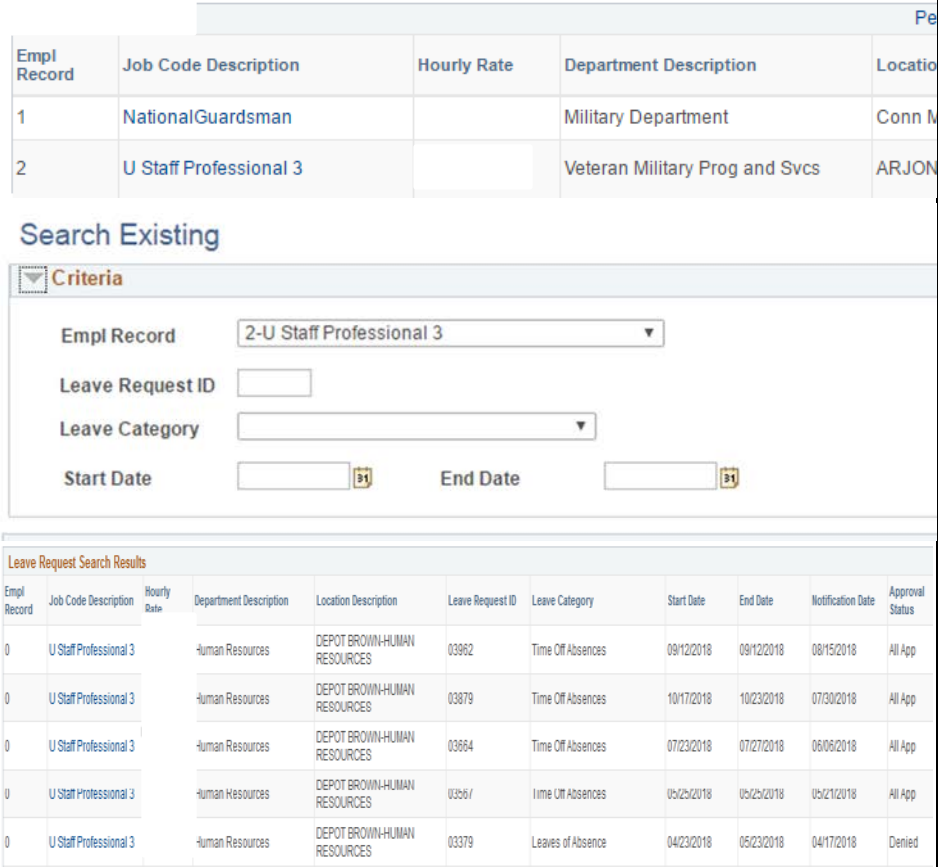# University of Connecticut

Search for a Leave or Time Off Request:

Overview   Employees will use this job aid to search for leave requests that have been entered into CORE-CT.

Leave of Absence Examples – Medical, VSRP, Sabbatical

Time off Absence Examples – Vacation, Personal, Holiday

Comp or OT – Request for approvals of Comp or OT time worked

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**	

Step	Action	Screenshot
2	On the **Submit, Search, Modify Leave** page, the active employment records associated with your name will populate. To **Search** for a leave, click on the Search Criteria button to bring up all leaves, or enter a leave request ID, choose a leave type from the category dropdown, or enter a start and end date to find leaves specific to a time period. Click on the Search Criteria button. Leave results populate in the Leave Request Search Results section. Click on the Job Code Description field for a leave to see the leave detail. Select the Clear Criteria button to start a new search.	