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University of Connecticut

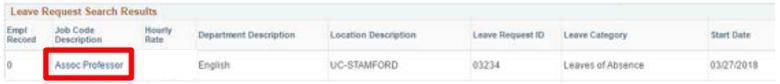
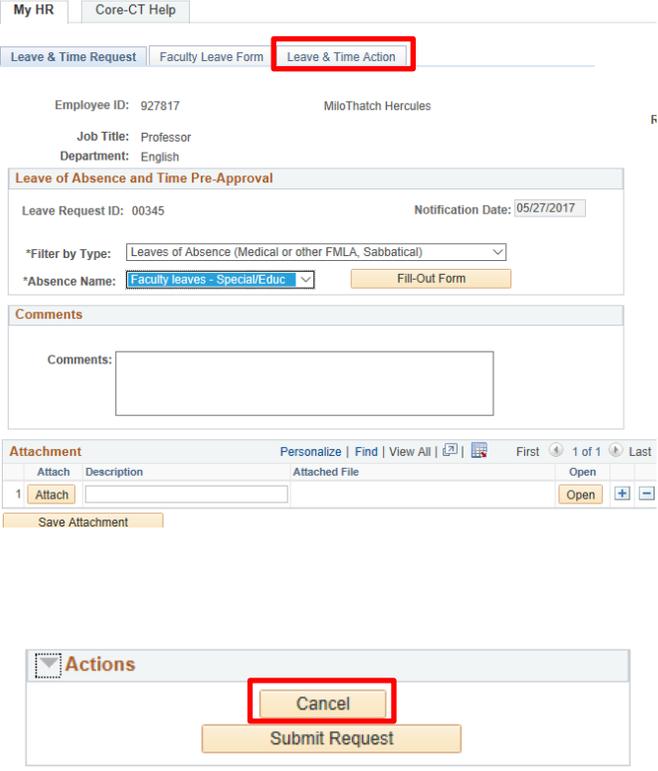
Modifying or Canceling a Faculty Personal or Special Leave

Overview UConn faculty members will use this job aid to assist them in modifying or canceling a previously submitted personal leave of absence or special leave.

Reminder: 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 > 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 find the leave you need to modify or cancel , choose the appropriate Empl Record for the leave, and enter the Leave Request ID. With no Leave Request ID, you can search by Leave Category, or dates, or leave all fields blank to bring up all leaves. Click Search Criteria.	

Step	Action	Screenshot																
3	Under Search Results and column header Job Code Description , click on leave you want to modify.	 <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> <th>Leave Request ID</th> <th>Leave Category</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Assoc Professor</td> <td></td> <td>English</td> <td>UC-STAMFORD</td> <td>03234</td> <td>Leaves of Absence</td> <td>03/27/2018</td> </tr> </tbody> </table>	Empl Record	Job Code Description	Hourly Rate	Department Description	Location Description	Leave Request ID	Leave Category	Start Date	0	Assoc Professor		English	UC-STAMFORD	03234	Leaves of Absence	03/27/2018
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4a	<p>Your previous leave request will open on the Leave & Time Request tab.</p> <p>To cancel your leave, click on the Leave & Time Action tab. From the Leave and Time Action tab, click Cancel.</p> <p>A system notification will be sent to previous approvers notifying them the request was canceled.</p>	 <p>My HR Core-CT Help</p> <p>Leave & Time Request Faculty Leave Form Leave & Time Action</p> <p>Employee ID: 927817 MiloThatch Hercules</p> <p>Job Title: Professor</p> <p>Department: English</p> <p>Leave of Absence and Time Pre-Approval</p> <p>Leave Request ID: 00345 Notification Date: 05/27/2017</p> <p>*Filter by Type: Leaves of Absence (Medical or other FMLA, Sabbatical)</p> <p>*Absence Name: Faculty leaves - Special/Educ Fill-Out Form</p> <p>Comments:</p> <p>Attachment</p> <table border="1"> <thead> <tr> <th>Attach</th> <th>Description</th> <th>Attached File</th> <th>Open</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Attach</td> <td></td> <td>Open</td> </tr> </tbody> </table> <p>Save Attachment</p> <p>Actions</p> <p>Cancel</p> <p>Submit Request</p>	Attach	Description	Attached File	Open	1	Attach		Open								
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1	Attach		Open															

Step	Action	Screenshot
4b	<p>To modify your leave, click on the Faculty Leave Form tab, which will open the form.</p> <p>Enter the new information on the form, then at the bottom of the form click Proceed to Submit Page to move to the Leave & Time Actions tab.</p> <p>On the Leave & Time Action tab, click Submit Request.</p> <p>Your modified leave request will be circulated to the approvers for approval. You will be system-notified by email when the Provost approves your modified leave.</p>	<p>The screenshot displays the 'Faculty Leave Request Form' interface. At the top, there are three tabs: 'Leave & Time Request', 'Faculty Leave Form' (highlighted with a red box), and 'Leave & Time Action'. The form contains several sections for data entry and approval:</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"> Specify: [] 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? <input type="radio"/> No <input type="radio"/> Yes (Funding agency and amount of compensation: []) 7. DEPARTMENT HEAD APPROVAL: <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. Signature: ChefLouis ResouersDownUnder Date Signed: [] 8. REGIONAL CAMPUS DIRECTOR APPROVAL (AS APPROPRIATE): <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. Signature: [] Date Signed: [] 9. DEAN'S APPROVAL: <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I RECOMMEND APPROVAL OF THIS REQUEST. <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL OF THIS REQUEST. Signature: Kiara DarkwingDuck Date Signed: [] 10. PROVOST'S APPROVAL: <ul style="list-style-type: none"> <input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial. <input type="checkbox"/> I APPROVE THIS REQUEST. <input type="checkbox"/> I DO NOT APPROVE THIS REQUEST. Signature: Nathaniel JungleBook Date Signed: [] <p>At the bottom of the form, there is a 'Proceed to Submit Page' button. Below the form, there are three tabs: 'Leave & Time Request', 'Faculty Leave Form', and 'Leave & Time Action' (highlighted with a red box). At the very bottom, there is an 'Actions' section with two buttons: 'Cancel' and 'Submit Request' (highlighted with a red box).</p>