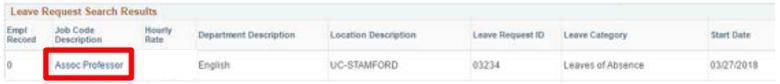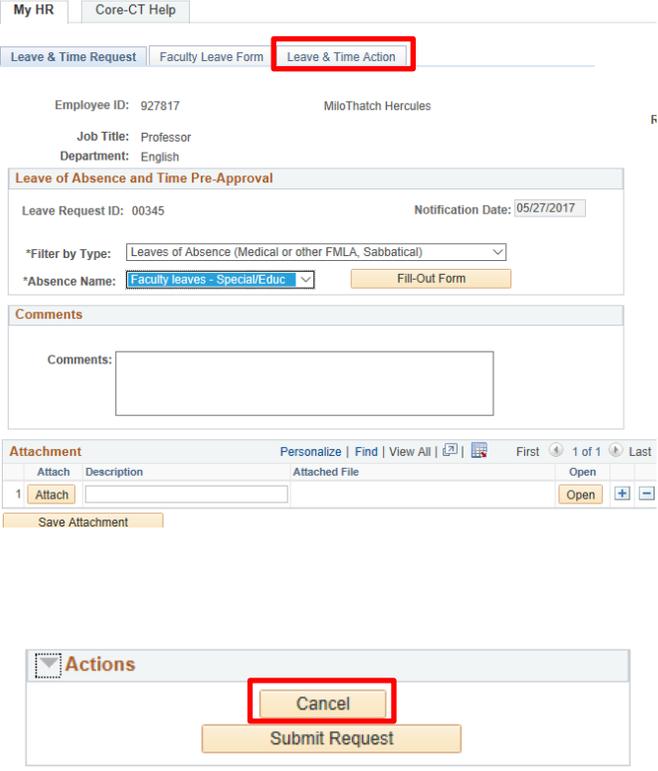**University of Connecticut**

# 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**<br>or<br>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.<br><br>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. |  |
| 4a | Your previous leave request will open on the **Leave & Time Request** tab.<br><br>To cancel your leave, click on **the Leave & Time Action** tab.  From the **Leave and Time Action** tab, click **Cancel**.<br><br>A system notification will be sent to previous approvers notifying them the request was canceled. |  |

| Step | Action | Screenshot |
|------|--------|------------|
| 4b | To modify your leave, click on the **Faculty Leave Form** tab, which will open the form**.**<br><br>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.<br><br>On the **Leave & Time Action** tab, click **Submit Request**.<br><br>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. |  |