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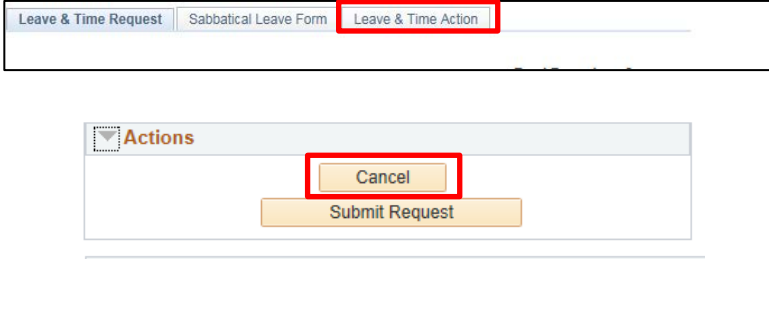
University of Connecticut

Modifying or Canceling a Sabbatical

Overview UConn faculty members will use this job aid to assist them in modifying or canceling a sabbatical leave.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Self Service > Leave Management > Submit, Search, Modify Leave	
2	<p>On the Submit, Search, Modify Leave page, the active employment records associated with your name will populate.</p> <p>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.</p>	<p>The screenshot shows the 'Submit, Search, Modify Leave' interface. Under 'Submit New Leave Requests', there is a table with columns: Empl Record, Job Code Description, Hourly Rate, Department Description, and Location Description. Below this is the 'Search Existing' section, which contains a 'Criteria' dropdown menu and several input fields: Empl Record (set to '0-Assoc Professor'), Leave Request ID, Leave Category (set to 'Leaves of Absence'), Start Date, and End Date. A 'Search Criteria' button is highlighted with a red box. Below the search section is a 'Leave Request Search Results' table with columns: Empl Record, Job Code Description, Hourly Rate, Department Description, Location Description, Leave Request ID, and Leave Category. The results table shows one entry for Empl Record '0', Job Code Description 'Assoc Professor', Department Description 'English', Location Description 'UC-STAMFORD', Leave Request ID '03234', and Leave Category 'Leaves of Absence'.</p>

Step	Action	Screenshot
3	Under Search Results and column header Job Code Description , click on the leave you want to modify or cancel.	 <p>The screenshot shows a table titled "Leave Request Search Results" with the following columns: Emp# Record, Job Code Description, Hourly Rate, Department Description, Location Description, Leave Request ID, Leave Category, and Start Date. The "Job Code Description" column contains the text "Assoc Professor", which is highlighted with a red box.</p>
4a	<p>If you are canceling a sabbatical request:</p> <p>Click on the Leave & Time Action tab.</p> <p>Click Cancel. A system notification will be sent to previous approvers notifying them the request was canceled.</p>	 <p>The screenshot shows a navigation bar with three tabs: "Leave & Time Request", "Sabbatical Leave Form", and "Leave & Time Action". The "Leave & Time Action" tab is selected and highlighted with a red box. Below the tabs is an "Actions" section containing two buttons: "Cancel" and "Submit Request". The "Cancel" button is highlighted with a red box.</p>

Step	Action	Screenshot
4b	<p>If you are modifying a sabbatical request that was <u>not</u> previously approved by the Provost:</p> <p>Click on the Sabbatical Leave Form tab.</p> <ol style="list-style-type: none"> Under item 5, modify the date. Under item 7, click on the attestation, which will update the date signed. Click Next to move to the Leave & Time Action tab. Click Submit Request. 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 for recommendation to the Board of Trustees. 	<p>The screenshot shows the 'Sabbatical Leave Request Form' interface. At the top, there are three tabs: 'Leave & Time Request', 'Sabbatical Leave Form' (which is selected and highlighted with a red box), and 'Leave & Time Action'. Below the tabs, the form contains several sections:</p> <ul style="list-style-type: none"> 1. NAME OF FACULTY MEMBER: MiloThatch Hercules 2. RANK: Professor 3. DEPARTMENT: English 4. DATE OF LAST SABBATICAL: Semester: Spring2017, Academic Year: [blank], Calendar Year: [blank] 5. PERIOD OF SABBATICAL REQUESTED: This section is highlighted with a red box. It includes: <ul style="list-style-type: none"> Eligible Since: Fall2023 <input type="radio"/> Semester at Full Pay (SpringXXXX or FallXXXX) <input type="radio"/> Academic Year at Half Pay (XXXX-XXXX) <input type="radio"/> Calendar Year at Half Pay (XXXX) 6. ACTIVITIES TO BE UNDERTAKEN DURING THE SABBATICAL: Attached 7. FACULTY AGREEMENT: I agree to return amounts paid to me during the sabbatical leave if I do not return to active service of the University of Connecticut for a period of one year following the expiration of the sabbatical leave. Attestation: A checkbox is checked, with the text: "I hereby confirm that I have read this form which accompanies my leave request and can attest that the information contained herein is accurate to the best of my knowledge." Below this, the name 'MiloThatch Hercules' is entered in the 'SIGNATURE' field, and a date is entered in the 'DATE SIGNED' field. <p>At the bottom of the form, there is a 'Next' button. Below the form, there is another set of tabs: 'Leave & Time Request', 'Sabbatical Leave Form', and 'Leave & Time Action' (which is selected and highlighted with a red box). Below these tabs, there is an 'Actions' section with two buttons: 'Cancel' and 'Submit Request' (which is highlighted with a red box).</p>

Step	Action	Screenshot
4c	<p>If you are modifying a sabbatical request that was previously approved by the Provost:</p> <p>Click on the Sabbatical Modification Form tab.</p> <ol style="list-style-type: none"> Under item 5, identify the new date. Under item 6, indicate if the change is at your requestor an administrative postponement. Under item 7, click on the attestation, which will auto-populate the date signed. Click Next to move to the Leave & Time Action tab. On the Leave & Time Action tab, click Submit Request. 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 for recommendation to the Board of Trustees. 	