



UCONN | UNIVERSITY OF CONNECTICUT

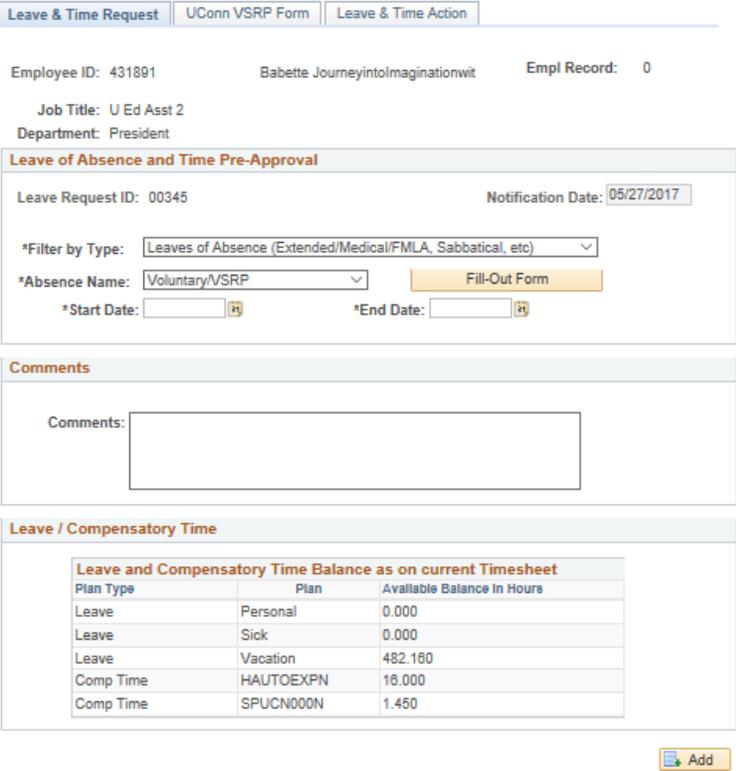
University of Connecticut

Submitting a Leave Request: VSRP

Overview Employees will use this job aid to submit a Voluntary Schedule Reduction Program (VSRP) leave request in Core-CT.

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 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.	<table border="1"><thead><tr><th>Empl Record</th><th>Job Code Description</th><th>Hourly Rate</th></tr></thead><tbody><tr><td>1</td><td>National Guardsman</td><td></td></tr><tr><td>2</td><td>U Staff Professional 3</td><td></td></tr></tbody></table>	Empl Record	Job Code Description	Hourly Rate	1	National Guardsman		2	U Staff Professional 3	
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1	National Guardsman										
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Step	Action	Screenshot																		
3	<p>Your job information will populate on the top of the Leave & Time Request tab.</p> <p>Select the following:</p> <ul style="list-style-type: none"> • Filter by Type: Leaves of Absence • Absence Name: Voluntary/VSRP <p>Enter the Start Date and End Date.</p> <p>The Comments section allows employees to provide additional information.</p> <p>Once complete, click Fill-Out Form or the UConn VSRP Form tab.</p>	 <p>The screenshot displays the 'Leave & Time Request' form for Babette Journeyintolmaginationwit. It includes fields for Employee ID (431891), Job Title (U Ed Asst 2), and Department (President). The 'Leave of Absence and Time Pre-Approval' section shows a Leave Request ID of 00345 and a Notification Date of 05/27/2017. A dropdown menu for 'Filter by Type' is set to 'Leaves of Absence (Extended/Medical/FMLA, Sabbatical, etc)'. The 'Absence Name' is set to 'Voluntary/VSRP'. There are fields for 'Start Date' and 'End Date'. A 'Fill-Out Form' button is visible. Below this is a 'Comments' section with a text area. At the bottom, a table titled 'Leave and Compensatory Time Balance as on current Timesheet' shows the following data:</p> <table border="1" data-bbox="878 856 1430 1020"> <thead> <tr> <th>Plan Type</th> <th>Plan</th> <th>Available Balance In Hours</th> </tr> </thead> <tbody> <tr> <td>Leave</td> <td>Personal</td> <td>0.000</td> </tr> <tr> <td>Leave</td> <td>Sick</td> <td>0.000</td> </tr> <tr> <td>Leave</td> <td>Vacation</td> <td>482.160</td> </tr> <tr> <td>Comp Time</td> <td>HAUTOEXPN</td> <td>16.000</td> </tr> <tr> <td>Comp Time</td> <td>SPUCN000N</td> <td>1.450</td> </tr> </tbody> </table> <p>An 'Add' button is located at the bottom right of the screenshot.</p>	Plan Type	Plan	Available Balance In Hours	Leave	Personal	0.000	Leave	Sick	0.000	Leave	Vacation	482.160	Comp Time	HAUTOEXPN	16.000	Comp Time	SPUCN000N	1.450
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Complete the form.

Important Note: You must complete a separate form for each fiscal year. For example, if you will be working a reduced schedule over the summer, you must complete one request for the period prior to 7/1 and another request for the period 7/1 and later.

Click on the attestation under the **Employee Statement** section, which will automatically populate the signature date.

The names of the approvers will auto-populate on the form, which will be circulated for approval after you submit the request.

Click **Next** below your electronic signature, which will take you to the **Leave & Time Action** tab.

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VOLUNTARY SCHEDULE REDUCTION PROGRAM (VSRP) APPLICATION

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Name: Babette JourneyintoImaginationwit Department: President Employee Number: 431891

Contact Information: 5585

Program Options:
Fiscal year: []

Sporadic Days Off (full or partial). The actual date(s) (and hours if partial days) I am requesting off are:

	Start Date	Start Time	End Time	Duration (Hours)
1	[]	[]	[]	[]

Reduction in scheduled weekly hours during the period of: [] To []
From: []
The number of hours of VSRP I will be taking on each workday:
Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday []
Total Number of Hours Per Week: []
Please indicate below the schedule you will be working for any partial workdays.
[]

Leave of Absence (5 consecutive days or more) during the [08/05/2017] To [08/09/2017] period of: []
(not to exceed 24 weeks per application, except for educational purposes)

Employee Statement
I am a permanent State employee and request to take unpaid voluntary leave pursuant to CGS §5-248c. I understand (1) the VSRP is voluntary on my part, (2) the approval of my request is at management discretion which is not subject to the grievance or arbitration procedure, (3) leave taken under the VSRP will not be counted toward completion of the promotional working test period, and (4) this arrangement may be modified, amended or terminated at any time prior to the leave by management, or myself, with or without cause.

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.

Babette JourneyintoImaginationwit []
Signature Date

Next

SECTION 2: APPROVALS

I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.

I RECOMMEND APPROVAL OF THIS REQUEST.

I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE: []

Grace RobinHood []
Supervisor Signature Date

Next

I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.

I RECOMMEND APPROVAL OF THIS REQUEST.

I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE: []

FirstAncestorFa SleepingBeauty []
Department Head Signature Date

Next

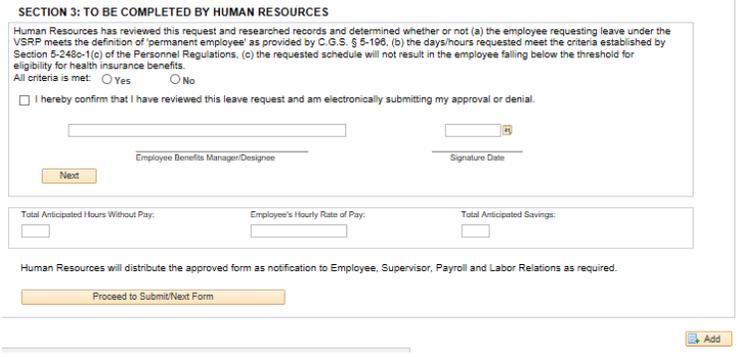
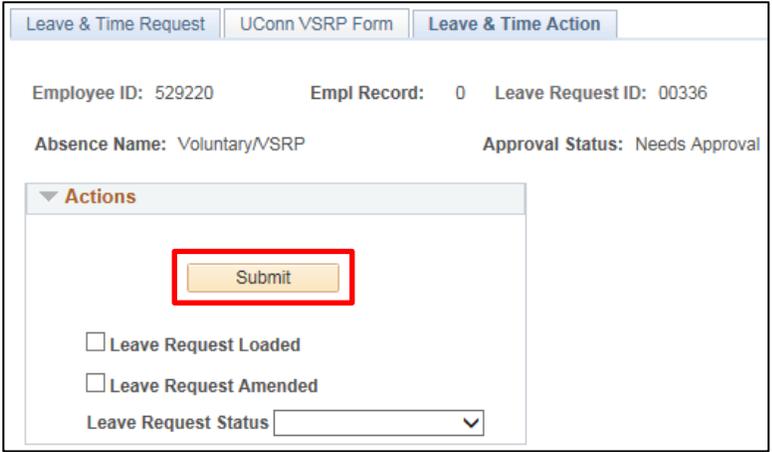
I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.

I RECOMMEND APPROVAL OF THIS REQUEST.

I AM UNABLE TO RECOMMEND APPROVAL OF THIS REQUEST BECAUSE: []

[] []
Dean or Director Signature Date

Next

Step	Action	Screenshot
		
5	<p>On the Leave & Time Action tab, click Submit.</p>	
6		<p>The VSRP request is electronically circulated for review and consideration of approval. You will be able to view the status of your leave request at any time. You will receive an email when your leave has been approved.</p>