University of Connecticut

Modifying or Canceling a Leave of Absence: Time Reporters

Overview   Employees who report time will use this job aid to assist them in modifying or canceling a leave of absence.

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.	Search Existing Criteria Empl Record: 2-U Staff Professional 3 Leave Request ID: Leave Category: Start Date: End Date: Search Criteria Clear Criteria
3	Under **Search Results** and column header **Job Code Description,** click on leave you want to modify or cancel.	Leave Request Search Results Empl Record: 2 Job Code Description: U Staff Professional 3 Hourly Rate: Department Description: Veteran Military Prog and Svcs Location Description: ARJONA BLDG-MILITARY PROG Leave Re: 00305

Step	Action	Screenshot
4a	**If you are canceling a leave of absence:** Click on the **Leave & Time Action** tab**.** Select **Delete Request** from the pull down menu that follows **Leave Request Status**. Then click **Cancel**. The approvers will receive a system notification that your leave of absence has been canceled.	
4b	**If you are modifying a leave request:** Make updates to your leave request on each applicable tab, including the appropriate forms, with a new attestation and attestation date. On the **Leave & Action Tab**, click on the pull down menu next to **Leave Request Status.** • If there is a check in the box in front of **Leave Request Loaded,** select **Amend Loaded Request.** • If there is not a check in the box in front of **Leave Request Loaded,** select **Amend Unloaded Request.** Then click **Submit Request**. Your leave will be circulated to the approvers and you will be notified when your leave has been approved.	