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## University of Connecticut

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# Submitting a Leave Request: Personal Emergency Leave (Non-Faculty)

**Overview** Employees will use this job aid to help them request an unpaid personal Emergency leave of absence.


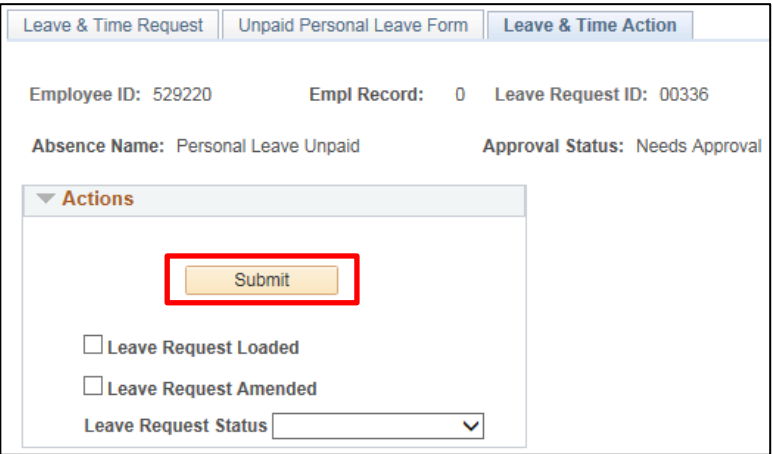
**Note:** Employees must exhaust all vacation and other time accruals before they are eligible for an unpaid personal Emergency leave. Accrual balances are reflected on the absence request page.

### Process Steps

Step	Action	Screenshot												
1	Navigation: <b>Main Menu &gt; Core-CT HRMS &gt; Self Service &gt; Leave Management &gt; Submit, Search, Modify Leave</b> or From your <b>Home</b> page under <b>Leave Management</b> , click <b>Submit, Search, Modify Leave</b>													
2	On the <b>Submit, Search, Modify Leave</b> page, the active employment records associated with your name will populate.  To <b>Submit a New Leave Request</b> , 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><th>Department Description</th></tr></thead><tbody><tr><td>1</td><td><a href="#">NationalGuardsmen</a></td><td></td><td>Military Department</td></tr><tr><td>2</td><td><a href="#">U Staff Professional 3</a></td><td></td><td>Veteran Military Prog and S</td></tr></tbody></table>	Empl Record	Job Code Description	Hourly Rate	Department Description	1	<a href="#">NationalGuardsmen</a>		Military Department	2	<a href="#">U Staff Professional 3</a>		Veteran Military Prog and S
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3	<p>Your job information will populate on the top of the <b>Leave &amp; Time Request</b> tab.</p> <p>Select the following:</p> <ul style="list-style-type: none"> <li>• <b>Filter by Type:</b> Leaves of Absence</li> <li>• <b>Absence Name:</b> Personal Leave Unpaid</li> </ul> <p>Enter the <b>Start Date</b> and <b>End Date</b>.</p> <p>The <b>Comments</b> section allows employees to provide additional information.</p> <p>Once complete, click <b>Fill-Out Form</b> or the <b>Unpaid Personal Leave Form</b> tab.</p>	<p>The screenshot displays the 'Leave &amp; Time Request' interface. At the top, there are tabs for 'Leave &amp; Time Request', 'Unpaid Personal Leave Form', and 'Leave &amp; Time Action'. The 'Leave &amp; Time Request' tab is active. The page shows employee information: Employee ID, Job Title: U Staff Professional 3, and Department: Human Resources. Below this is the 'Leave of Absence and Time Pre-Approval' section. It includes a 'Leave Request ID' of 04020 and a 'Notification Date' of 08/22/2018. The 'Filter by Type' dropdown is set to 'Leaves of Absence (Extended/Voluntary/VSRP, Sabbatical, etc)'. The 'Absence Name' dropdown is set to 'Personal Emergency Leave'. There are 'Start Date' and 'End Date' input fields with calendar icons. A 'Fill-Out Form' button is located to the right of the 'Absence Name' dropdown. Below the pre-approval section is a 'Comments' section with a text area. At the bottom, there is a table titled 'Leave and Compensatory Time Balance as on current Timesheet' with the following data:</p> <table border="1"> <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>12.000</td> </tr> <tr> <td>Leave</td> <td>Sick</td> <td>120.000</td> </tr> </tbody> </table>	Plan Type	Plan	Available Balance in Hours	Leave	Personal	12.000	Leave	Sick	120.000
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Leave	Personal	12.000									
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4	<p>Complete the <b>Request for Personal/Emergency Leave Without Pay of more than 5 Days</b> form.</p> <p>Click on the attestation under the <b>Employee Signature</b> section, which will automatically populate the signature date.</p> <p>The names of the approvers will auto-populate on the form, which will be circulated for approval after you submit the request.</p> <p>Click <b>Next</b> below your electronic signature, which will take you to the <b>Leave &amp; Time Action</b> tab.</p>	<p><b>REQUEST FOR PERSONAL/EMERGENCY LEAVE WITHOUT PAY OF MORE THAN 5 DAYS</b>  <i>Employees in Statewide Bargaining Units (NP-2, NP-3, NP-5, P-2, P-5), UCPEA and Management/Confidential</i></p> <p>Name: Babette Journeyintolmaginationwit Employee Number: 431891          Contact Information: 5585 Supervisor Name: Grace RobinHood          Home Mailing Address: 431891 Scrambled St.</p> <p>Dates Requested: 08/05/2017 to 08/09/2017</p> <p>Explanation:</p> <p><b>Employee Signature</b>          I understand I must exhaust my vacation and other accruals before starting an unpaid personal leave. I understand that I will be informed of the approval or denial of my leave and that my leave may be approved on a position held, or position not held, basis.</p> <p><input type="checkbox"/> 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.</p> <p>Babette Journeyintolmaginationwit Employee Signature Date</p> <p><b>FOR EMPLOYING DEPARTMENT USE:</b></p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.          Reviewed and recommended for</p> <p><input type="radio"/> The employee's request is approved.  <input type="radio"/> Position Held  <input type="radio"/> Position Not Held</p> <p><input type="radio"/> The employee's request is not approved because:</p> <p>Grace RobinHood Supervisor Name Signature Date</p> <p><input type="checkbox"/> I hereby confirm that I have reviewed this leave request and am electronically submitting my approval or denial.          Reviewed and recommended for</p> <p><input type="radio"/> The employee's request is approved.  <input type="radio"/> Position Held  <input type="radio"/> Position Not Held</p> <p><input type="radio"/> The employee's request is not approved because:</p> <p>Dean, Director or Department Head Name Signature Date</p>

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5	<p>On the <b>Leave &amp; Time Action</b> tab, click <b>Submit</b>.</p>	
6	<p>Once submitted, the Personal Unpaid Emergency Leave request will be sent to your employing department for review and approval/denial from your Supervisor and the Dean, Director or Department Head. Your employing department will confirm if your position will be held or not held upon your return, if approved.</p> <p>You can check the status of your leave at any time.</p> <p>Once your employing department submits their approval or denial of the request, it is routed to the Human Resources Leave Administration Specialist (HRLAS) for final review. You will be notified of the request status once HRLAS completes the form.</p>	