## Job Aid: Approving or Denying a Leave of Absence

### University of Connecticut

### Approving or Denying a Leave of Absence

#### Overview
Employees who approve or deny leaves of absence in CORE-CT will use this job aid.

#### Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email notification when an employee submits a leave request that requires your approval. Additionally, the leave request will appear in your Worklist in CORE-CT.</td>
<td><img src="https://example.com/screenshot.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>2</td>
<td>Click on the link in the email. If you are not logged into CORE-CT, you will be brought to the log in screen. When you log in, you will be automatically routed to the leave. As an alternative, you can search for leaves using the Management Self Service (MSS) Leave Management tool. Navigation: Main Menu &gt; Manager Self Service &gt; Leave Management &gt; Leave Request or From your Home page, under the Leave Management section, click on Manage and Approve Empl Leaves</td>
<td><img src="https://example.com/screenshot.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

**Note:**
- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
- To always show content from this sender, click here.

A Leave Request has been submitted by 195684 ( ) and is waiting for your approval.

Union Code: 20

Click on the URL to Approve or Deny the request: [https://example.com/leaveapproval](https://example.com/leaveapproval)
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<td>3</td>
<td>If you have not linked directly to the leave, you can access the leave using the search tool. Click on the <strong>Find an Existing Value</strong> tab and enter any known information. Click <strong>Search</strong>.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>4</td>
<td>Under <strong>Search Results</strong> click on the Leave Request ID of the leave you want to review, approve, or deny.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
Each leave of absence request has a minimum of two tabs:

**Leave & Time Request** – completed by the employee

**Leave & Time Action** – tab on which you will submit your approval or denial of the leave request and indicate any comments

The following leave of absence types also require that you approve or deny the leave on the specialized form, which will have its own tab:

- Sabbatical
- Sabbatical Modification
- Faculty Education/Research Leaves
- Voluntary Schedule Reduction Program (VSRP)
- Unpaid Personal Emergency

You must first approve or deny the leave on the specialized form.

Please note that all approval sections on the form have attestation approval boxes **that are required** to be checked. (Example screenshot to the right)

Click **Leave & Time Action**.

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<td>5</td>
<td>Each leave of absence request has a minimum of two tabs: <strong>Leave &amp; Time Request</strong> – completed by the employee <strong>Leave &amp; Time Action</strong> – tab on which you will submit your approval or denial of the leave request and indicate any comments The following leave of absence types also require that you approve or deny the leave on the specialized form, which will have its own tab: • Sabbatical • Sabbatical Modification • Faculty Education/Research Leaves • Voluntary Schedule Reduction Program (VSRP) • Unpaid Personal Emergency You must first approve or deny the leave on the specialized form. Please note that all approval sections on the form have attestation approval boxes <strong>that are required</strong> to be checked. (Example screenshot to the right) Click <strong>Leave &amp; Time Action</strong>.</td>
</tr>
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</table>
On the **Leave & Time Action** tab, prior to clicking **Approve** or **Deny**, type any comments you have in the **Comment** box. Comments you enter will be viewable to anyone with access to the leave, including the employee.

If you approve the leave, it will be circulated to the next approver. If you are the final approver, the employee will receive an email notification of the approval.

If you deny the leave, the employee will be notified via email.