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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: <strong>Main Menu &gt; Self Service &gt; Leave Management &gt; Submit, Search, Modify Leave</strong></td>
</tr>
</tbody>
</table>

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**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>2</td>
<td></td>
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</table>
### Job Aid: Modifying or Canceling a Sabbatical

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>3</td>
<td>Under <strong>Search Results</strong> and column header <strong>Job Code Description</strong>, click on the leave you want to modify or cancel.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
| 4a   | **If you are canceling a sabbatical request:**  

Click on the **Leave & Time Action** tab.  

Click **Cancel**. A system notification will be sent to previous approvers notifying them the request was canceled. | ![Screenshot](image2.png) |

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**Note:**  
If you are modifying a sabbatical request:  

Click on the **Salary & Time Action** tab.  

Click **Submit Request**. A system notification will be sent to previous approvers notifying them the request was modified.
If you are modifying a sabbatical request that was not previously approved by the Provost:

Click on the **Sabbatical Leave Form** tab.

1. Under item 5, modify the date.
2. Under item 7, click on the attestation, which will update the date signed.
3. Click **Next** to move to the **Leave & Time Action** tab.
4. 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.
If you are modifying a sabbatical request that was previously approved by the Provost:

Click on the **Sabbatical Modification Form** tab.

1. Under item 5, identify the new date.
2. Under item 6, indicate if the change is at your requestor an administrative postponement.
3. Under item 7, click on the attestation, which will auto-populate the date signed.
4. Click **Next** to move to the **Leave & Time Action** tab.
5. 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.