

# Faculty Leave Request Module

You have been given access to the Faculty Leave Request Module located on your desktop:



UF-Com JAX  
Faculty Leave  
Request

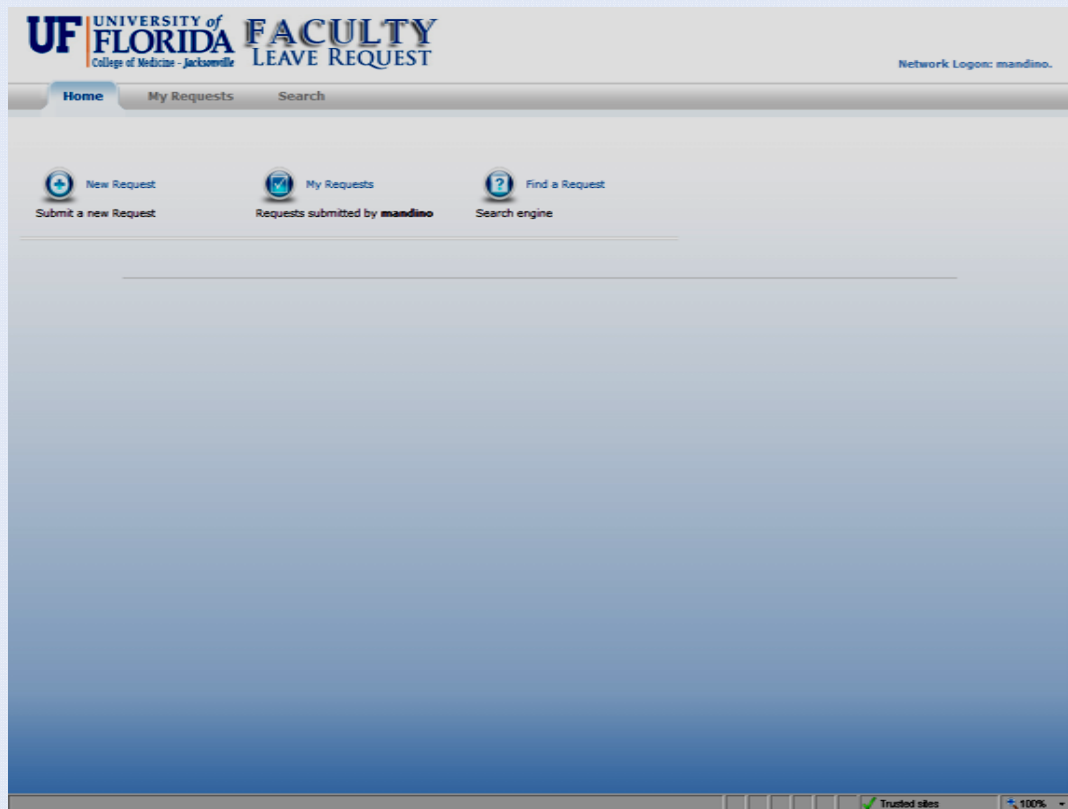
or you can access the link:

<http://facultyleave.ufp.ufl.edu/>

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This will enable you to request vacation, sick or any other type of leave. You will be able to view the status of all your requests and also check leave requests that were submitted to see the status.

We have compiled a few instructions for your guidance in using the Faculty Leave Request Module.



# Faculty Leave Request Module

The Faculty Leave Request Module allows you to :

√ Submit a new leave request

*Once you submit a request it is routed to the authorized approver and department administrator.*

√ View all requests made

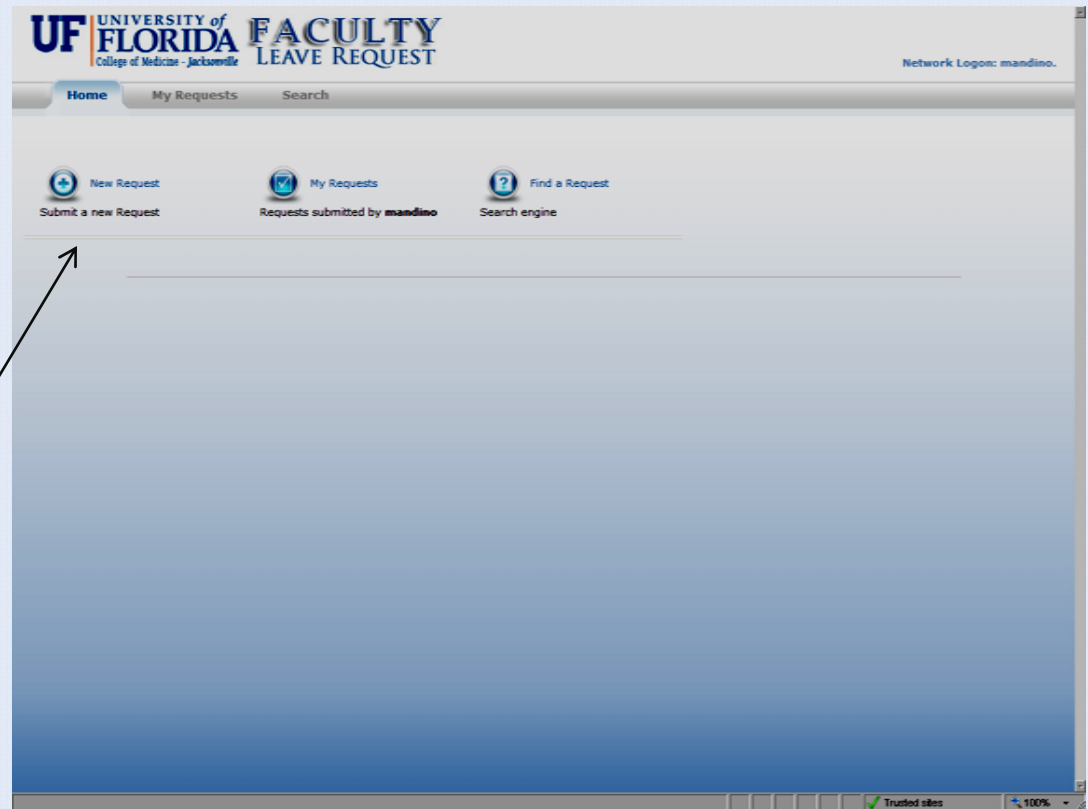
*Status of submitted requests can be viewed*

√ Find a Request

*You can search for a specific leave request*

To begin your leave request:

Click on the new request button



# My Requests

## Submitting a New Request

### Leave Information Section:

#### Leave Report Fields

#### Start Date/Time:

- > You select from a pop-up calendar the “start” and “end” dates requested.
- > Specify the time of day you will be out of the office.

*i.e.: 06/04/2009 8:00 AM – 6/04/2009 12:00PM*

# of hours field: fill-in the number of hours requested for the specific date(s).

Type of Leave: Click on appropriate type of leave.

### FMLA Qualifying Event?

Utilized for approved sporadic absences  
Otherwise, if absence warrants FMLA-Sick and leave equals to 15+ days an extended leave of absences form should be completed

### Additional Comments:

Information can be entered for the approver to view to aide in the review of the request.

- > Clinical coverage detail
- > Coverage information
- > Validate time balances

**UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST**  
College of Medicine - Jacksonville

Home My Requests Search

Name: Andino, Mickie Department: Office of the Dean UFID: 65446148

Network Logon: mandino.

Indicate the type of leave you are requesting below. More than one type of leave may be entered on the application if used during the same period of absence (e.g., 6 hours of vacation and 2 hours of sick leave)

Start Date/Time	End Date/Time	# of Hours:	Type of Leave:
8:00 AM	8:00 AM		Select Type ---->
8:00 AM			Select Type ---->

**FMLA Qualifying Event?**  
 Yes  No

**Type of FMLA Event (if Applicable):**  
Select FMLA Type ---->

**Additional Comments:**  
Today: June 2, 2009

This application for leave form should be used to document an employee's absence from work when the length of the absence is 15 days or less. Only one period of absence (occurrence) may be entered on the application for leave form; however, more than one type of leave may be used during an absence. If the employee returns to work and later must be absent again, a second application for leave must be submitted for the second absence from work. In all cases, the application for leave should match the employee's time-worked record.

For absences greater than 15 days, complete a Request for Extended Leave of Absence form, an Intermittent Use of Paid Leave Application, and a Certification of Health Care Provider form, as appropriate.

Submit Request

# My Requests

## Submitting a New Request

Once you have completed the form, click on **Submit Request** and the leave request will be routed to the authorized approver and department administrator

Once the request is submitted the approver (Chair/Division Chief) and department administrator will receive an e-mail alerting them that a leave request needs to be reviewed.

The approver will review the leave request submitted and will either:

### **Approve or Deny request**

#### **If approved:**

1. An e-mail will be received by the requestor with status (approved) of the leave request.
2. The request will automatically be routed to Admin. Affairs for processing into PeopleSoft

#### **If denied:**

1. An e-mail will be received by the requestor along with comments from the approver

The screenshot shows the 'UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST' form. The user is 'Andino, Mickie' from the 'Office of the Dean' with UFID '65446148'. The form includes a table for leave information with two entries: one for Sick (Employee) leave from 06/04/2009 8:00 AM to 06/04/2009 4:00 PM for 8.00 hours, and another for Vacation leave from 06/12/2009 8:00 AM to 06/15/2009 4:30 PM for 16.00 hours. There are sections for 'FMLA Qualifying Event?' (Yes/No), 'Type of FMLA Event (if Applicable):', and 'Additional Comments:'. A 'Submit Request' button is at the bottom.

Start Date/Time	End Date/Time	# of Hours:	Type of Leave:
06/04/2009 8:00 AM	06/04/2009 4:00 PM	8.00	Sick (Employee)
06/12/2009 8:00 AM	06/15/2009 4:30 PM	16.00	Vacation

# My Requests

View all requests made

The My Requests tab will display the status of all requests that have been submitted

Results of all submitted requests:

## **Pending Requests**

Requests submitted pending approval

## **Approved Requests**

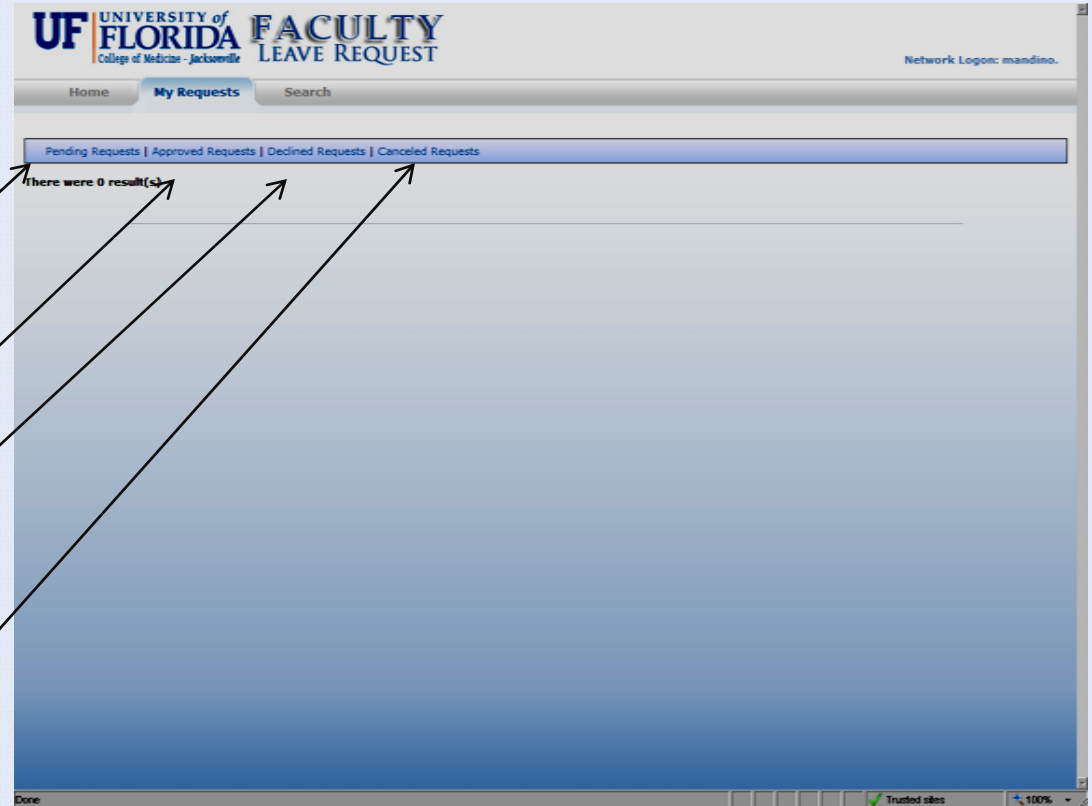
Requests approved by the approver

## **Declined Requests**

Requests denied by the approver including the reason for denial.

## **Cancelled Requests**

Requests cancelled due to a change in plans/schedule.



# Search

## Search requests made

The Search option will allow searches by Leave Type and Leave Data Range

### Requestor can:

View all submitted requests by a specific date range or by the type of leave taken.

The screenshot shows the 'Search' page of the University of Florida Faculty Leave Request system. The page header includes the University of Florida logo, 'College of Medicine - Jacksonville', and 'FACULTY LEAVE REQUEST'. A network login 'mandino.' is visible in the top right. The navigation menu has 'Home', 'My Requests', and 'Search' (which is highlighted). Below the navigation, there is a breadcrumb 'Home > Search' and a search form. The form is titled 'Search' and contains the following fields: 'Leave Type' (a dropdown menu with 'Select Leave Type' selected), 'Name' (a text input field containing 'Andino, Mickie'), and 'Leave Date Range' (two text input fields for 'Start Date' and 'End Date'). At the bottom of the form are two buttons: 'Submit Search' and 'Reset Form'. The page footer shows a 'Trusted sites' icon and a zoom level of '100%'.

# Search

## Search/Query requests

The Search tab will list the requests according to the search criteria used.

**Leave Type** ←  
**Leave Data Range** →

The results will be listed and the option is given to view requests.

Click on [VIEW](#) to see the details of the request.

UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST  
College of Medicine - Jacksonville

Home My Requests Search

Home » Search

Search

Search by all or some of the following parameters:

Leave Type: Vacation

Name: Andino, Mickie

Leave Date Range: Start Date: End Date:

Submit Search Reset Form

11 result(s) found.

Showing 1-10 of 11

	Name	Start Date(s)	End Date(s)	Date Submitted
View	Bondanza, Mike	5/11/2009	5/11/2009	5/19/2009 12:19:55 AM
View	Zenni, Elisa	5/11/2009	5/12/2009	5/13/2009 2:20:11 PM
View	Bondanza, Mike	5/27/2009	5/27/2009	5/29/2009 12:41:10 AM
View	Bondanza, Mike	5/27/2009	5/27/2009	5/29/2009 12:55:39 AM
View	Bondanza, Mike	5/27/2009	5/28/2009	5/29/2009 1:14:46 AM
View	Bondanza, Mike	5/29/2009	5/29/2009	5/29/2009 1:19:51 AM
View	Bondanza, Mike	6/17/2009	6/17/2009	6/1/2009 11:19:40 AM
View	Bondanza, Mike	6/17/2009	6/17/2009	6/1/2009 11:20:08 AM
View	Bondanza, Mike	6/17/2009	6/17/2009	6/1/2009 11:23:17 AM
View	Bondanza, Mike	6/10/2009	6/10/2009	6/1/2009 4:53:29 PM

Showing 1-10 of 11

Items Per Page 10 Prev 1 Next

Trusted sites 100%

# My Requests

## View requests

Requests will contain additional information:

### Request Status:

√ *Pending, Approved, or Denied. If the request was denied a reason will be stipulated.*

### Other Information:

√ *The submission date will be displayed, date approver reviewed request, and a request ID number.*

*The request ID number is automatically assigned by the system.*

The screenshot displays the 'UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST' interface. At the top, it shows the user's name 'mandino.' and navigation options like 'Home', 'My Requests', and 'Search'. A central box indicates the 'REQUEST STATUS: Approved'. Below this, the 'Faculty Member Information' section lists: Name: Bondanza, Mike; Department: IS; Date Submitted: 5/19/2009 12:19:55 AM; UFID: TEST123; Position: Faculty - Full-time; Email: Mike.Bondanza@jax.ufl.edu. The 'Leave Request Information' section contains a table with columns for Start Date, End Date, Leave Type, Total Hours, and Request Comments. The entry shows a vacation request from May 11, 2009, for 7.00 hours, with a comment about a spinal tap procedure. The 'FMLA Information' section shows 'FMLA: No' and 'FMLA Type:'. The 'Approval Information' section shows 'Reviewed By: Bondanza, Mike' and 'Date: 5/30/2009 12:56:01 AM'. The 'Time Keeper Information' section shows 'Name: Bondanza, Mike' and 'Date Entered: 5/26/2009 1:10:58 PM'. The bottom of the page includes a 'Done' button and a 'Trusted sites' indicator.

Start Date:	End Date:	Leave Type:	Total Hours:	Request Comments:
Monday, May 11, 2009 12:00 AM	Monday, May 11, 2009 12:00 AM	Vacation	7.00	Wife is getting spinal tap/shot done at Jax Orth. Institute. She is required to have a driver bring her. I will have to pick up the kids from school for her also.