

Faculty Leave Request Module

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



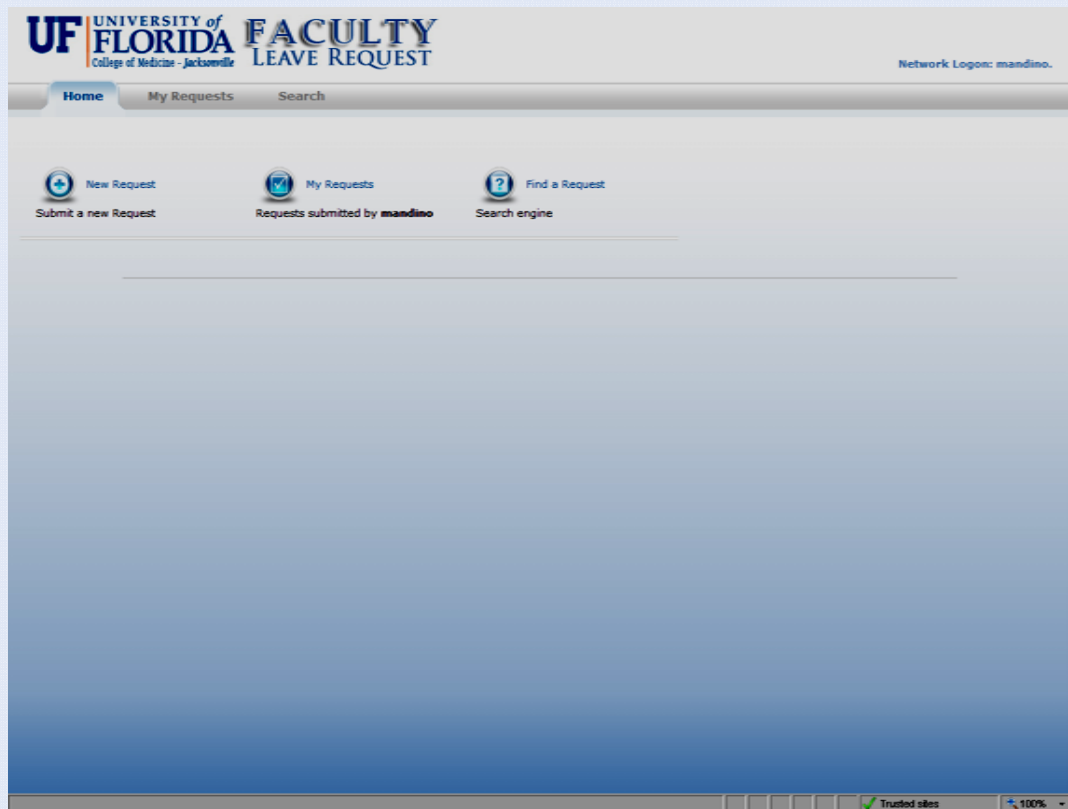
UF-Com JAX
Faculty Leave
Request

or you can access the link:

<https://facultyleave.umc.ufl.edu/>

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

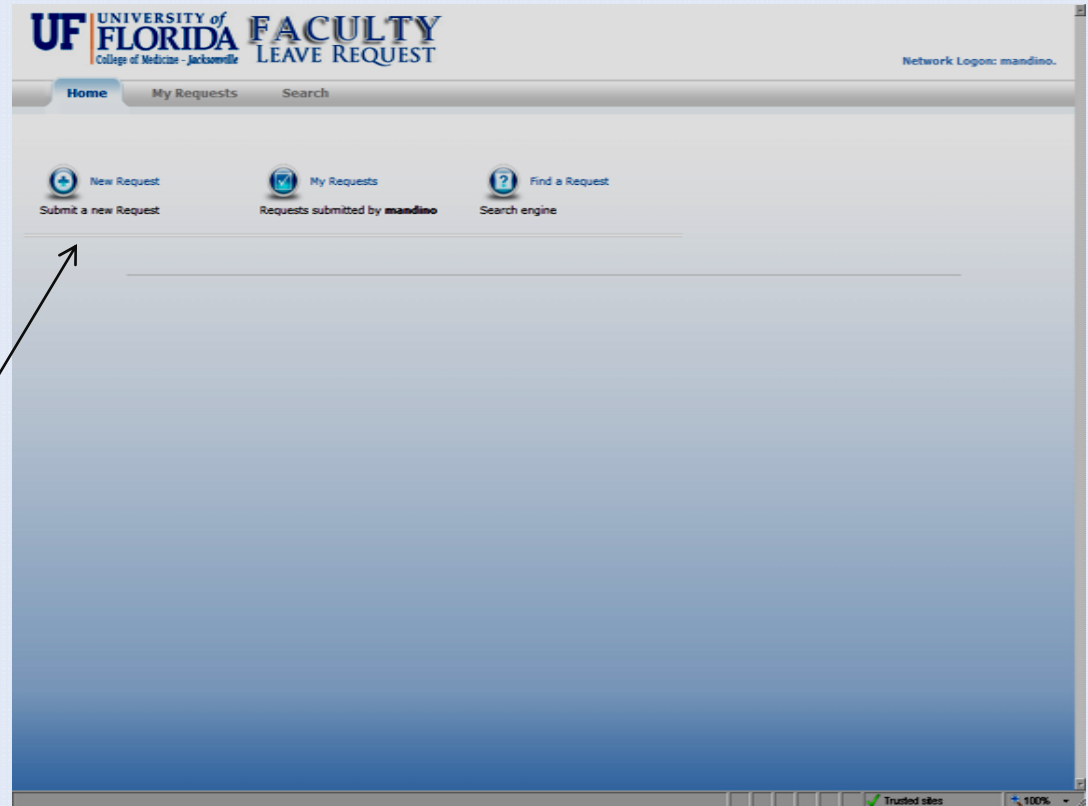
Status of submitted requests can be viewed

✓ 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

Network Logon: mandino.

Home My Requests Search

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

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)

Leave Information	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

Submit Request

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.

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. At the top, it identifies the user as 'Andino, Mickie' from the 'Office of the Dean' with a UFID of '65446148'. The form is titled '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)'. The 'Leave Information' section contains a table with two rows of leave requests. The first row is for 'Sick (Employee)' leave from 06/04/2009 8:00 AM to 06/04/2009 4:00 PM for 8.00 hours. The second row is for 'Vacation' leave from 06/12/2009 8:00 AM to 06/15/2009 4:30 PM for 16.00 hours. Below this, there is a section for 'FMLA Qualifying Event?' with radio buttons for 'Yes' and 'No', and a dropdown for 'Type of FMLA Event (if Applicable):'. The 'Additional Comments:' section contains a text area with the text: 'I have validated that I have enough sick time and vacation to cover this request. Thank you!'. At the bottom, there is a 'Submit Request' button. The footer of the form includes a disclaimer about the application's use for absences of 15 days or less and a note about extended leave for absences greater than 15 days.

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

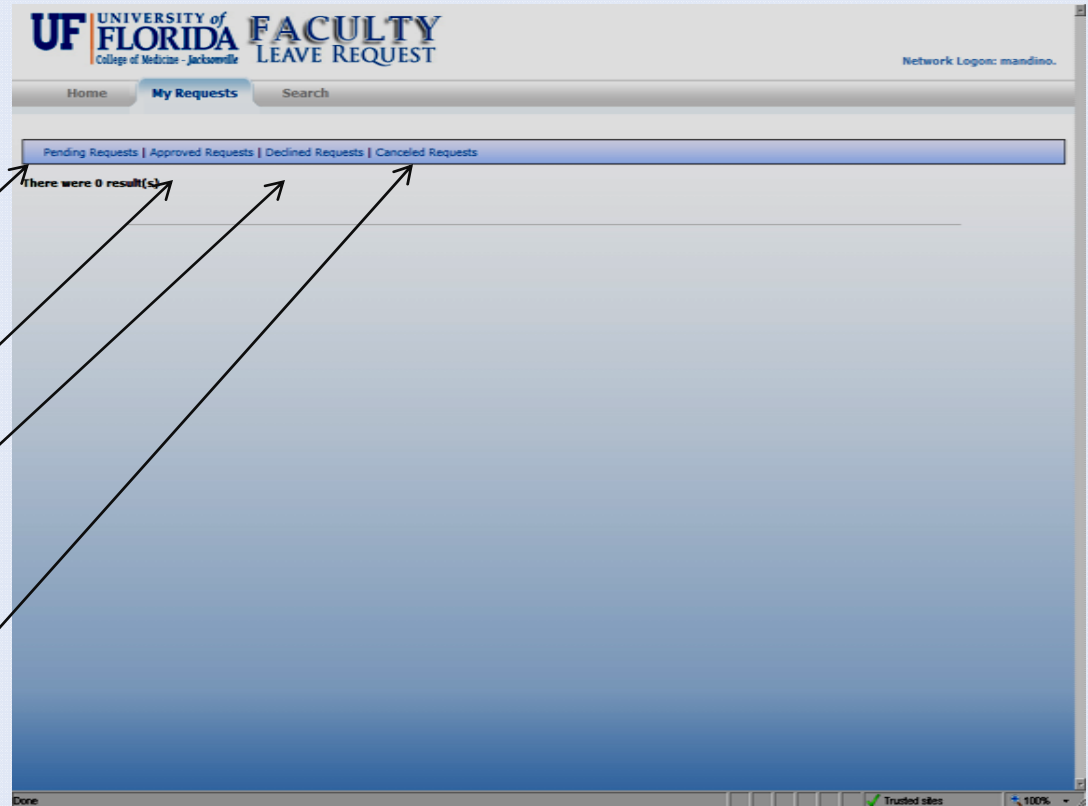
Requests approved by the approver

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 Date Range

Requestor can:

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

The screenshot shows the 'FACULTY LEAVE REQUEST' search interface. At the top, the University of Florida logo and 'FACULTY LEAVE REQUEST' are displayed. A navigation bar includes 'Home', 'My Requests', and 'Search'. The 'Search' section is active, showing a search form with the following fields: 'Leave Type' (a dropdown menu currently showing 'Select Leave Type'), 'Name' (a text box containing 'Andino, Mickie'), and 'Leave Date Range' (with 'Start Date' and 'End Date' text boxes). Below these fields are 'Submit Search' and 'Reset Form' buttons. The page also shows a 'Network Logon: mandino.' status in the top right and a 'Trusted sites' indicator in the bottom right corner.

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	5/28/2009 1:14:46 AM
View	Bondanza, Mike	5/29/2009	5/29/2009	5/29/2009 1:19:51 AM
View	Bondanza, Mike	6/1/2009	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 shows the 'UNIVERSITY of FLORIDA FACULTY LEAVE REQUEST' web application. The user is logged in as 'mandino'. The 'My Requests' tab is active, showing a single request with ID 1, which is 'Approved'. The request details include:

- Faculty Member Information:** Name: Bondanza, Mike; UFID: TEST123; Department: IS; Position: Faculty - Full-time; Date Submitted: 5/19/2009 12:19:55 AM; Email: Mike.Bondanza@jax.ufl.edu.
- Leave Request Information:** A table with columns: Start Date, End Date, Leave Type, Total Hours, and Request Comments. The entry shows a leave from Monday, May 11, 2009 12:00 AM to Monday, May 11, 2009 12:00 AM, for 7.00 hours of Vacation. The comment states: '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.'
- FMLA Information:** FMLA: No; FMLA Type: (blank).
- Approval Information:** Reviewed By: Bondanza, Mike; Date: 5/30/2009 12:56:01 AM; Notes: (blank).
- Time Keeper Information:** Name: Bondanza, Mike; Date Entered: 5/26/2009 1:10:58 PM.

The interface includes navigation links (Home, My Requests, Search) and a status box at the top indicating 'REQUEST STATUS: Approved'.