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/

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.
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
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.
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.
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.
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.
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.