

Submitting a leave request is an important step in planning professional travel.

## Submitting a Request

- From the myUK portal select Create Leave Request
- From the Type of Leave drop down menu select Official Prof Lv/Travel

eave Request: OFFICIAL PROF L	V/TRAVEL, 04/18/2016	
end and Back   Send and New   💥 Cancel		
Calendar Team Calendar	Time Accounts Leave Requests	
Leave Details Check		
Type of Leave		
Type of Leave: *	OFFICIAL PROF LV/TRAVEL	
Description:	VACATION	
	FULL SAL SICK (TDL) - EMP	1
General Data	FULL SAL SICK (TDL) - FAM FUNERAL LEAVE	
Start Date: *	JURY DUTY	
End Date: *	OFFICIAL PROF LV/TRAVEL	

- Select the appropriate dates/hours
- Utilize the note feature to enter a travel specific message for your supervisor

* Type of Leave	OFFICIAL PROF LV/TRAVEL
Description.	OFFICIAL PROF LV/TRAVEL
General Data	
* Start Date	03/19/2020
* End Date	03/20/2020
Absence hours:	18
Processor	
New Note:	Attending the national Entomology conference in Nashville, Tennessee.

• Click the <Send and Back> button

You request has now been routed.

## Tips & Resources

- Download the **myUK app** for easy access on the go.
- If you are an **hourly employee**, please note that the professional leave entry (similar to other leave entries) will populate the timesheet once the request is approved. If **both** a leave request and time entry is added for the same hours, a duplication collision will occur. For time entry/leave resource please visit the <u>CAFE Employee</u> <u>Resources</u> page.
- If you are a <u>supervisor</u>, please consider establishing another supervisor as a delegate, to ensure coverage. For delegation resources please visit the <u>CAFE Supervisor Resources</u> page.

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