



QRG – Official Professional Leave/Travel

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

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

- Click the <Send and Back> button

Your 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 [CAFE Employee Resources](#) page.
- If you are a supervisor, please consider establishing another supervisor as a delegate, to ensure coverage. For delegation resources please visit the [CAFE Supervisor Resources](#) page.