# Table of Contents

The Leave Request Launch Page .................................................................................................................. 3  
Initiating a New Leave Request .................................................................................................................. 5  
Uploading Sabbatical Documents ............................................................................................................... 7  
Entering a Decision .................................................................................................................................. 9  
Cancelling a Leave Request ...................................................................................................................... 10  
Postponing a Leave Request .................................................................................................................... 11  
Responding to a Request to Delay Sabbatical .......................................................................................... 12
The Leave Request Launch Page

Log into Carleton Central and select the Faculty Services tab. Clicking on the Submit Faculty Leaves Requests link will take you to the Leaves Request Launch Page.

The Leave Request launch page displays the following details:

- Leave request ID number
- The Reviewer Level where the leave request currently resides
- The Request Type
  - Leave request
  - Request to delay submitted sabbatical request
  - Request to postpone approved leave
  - Request to cancel approved leave
- The Leave Type:
  - Sabbatical
  - Extended sabbatical
  - Administrative leave
  - Court leave
  - Academic/professional development
  - Political leave
  - Leave of absence without pay
  - Reduced time - article 9.10
  - Reduced workload - article 13.5
  - Reduced workload - article 13.6
- Leave begin and end dates
- The current Status of the leave:
  - Approved
  - Cancelled
  - Delayed
  - Postponed
  - Denied
  - In-progress
  - Saved
  - Returned for correction
  - Locked – change request in progress
  - Locked – delay request in progress
Each of the columns of data on the launch page can be sorted by clicking on the sorting arrows at the top of the columns, and the data displayed on the page can also be filtered by Status and Term using the drop-down menus at the top of the page. Clicking the **Faculty Profile** link in the upper left will display your profile which includes data you can use to determine eligibility for future leaves.

The launch page is also the place where you will go to **initiate** a new leave request, **cancel** a leave request that has already been approved by the Provost, or **postpone** a sabbatical that has already been approved by the Provost. Proceed to page 5 for instruction on initiating a new leave request.
Initiating a New Leave Request

1. Click the **Initiate a Leave Request** button. This will cause the leave request form to open:

   ![Leave Request Form](image)

   A unique leave request ID number will be generated by the system in the upper left. The **Faculty Details** section will, with your log-in to Carleton Central, pre-populate with details such as your Banner ID, rank, position number, name, appointment status, and academic unit information.

2. Complete the **Leave Details** section, starting with the selection of a leave type from the **Type of Leave** drop-down menu. All mandatory fields will be marked with an asterisk.  
   **NOTE:** if you select Sabbatical or Extended Sabbatical/Study as your leave type you will see both Start Date 1/End Date 1 and Start Date 2/End Date 2 appear; this is to accommodate *split sabbaticals*.

   The leave request form is dynamic in that depending upon the Type of Leave you select, different sections and fields will appear on the page. Given this, the procedure for completing and submitting the leave request will vary slightly depending on the type of leave selected.
   - If the leave type that you’ve selected causes an additional section to appear under the Leave Details section, complete the mandatory fields of that section (denoted by an asterisk) and proceed to step 3.
   - If the leave type selected does not produce a section following Leave Details, simply proceed to step 3.

3. If you are satisfied with the data you have entered you can click the **Save Leave Request** button and your input will be *saved* (but not yet *submitted* for review). Clicking the **Reset** button will clear all fields so that you can re-enter revised data if desired. Also note that once you do save your input, the page will refresh and a new button (**Delete Leave Request**) will appear. This will allow you delete the saved request if desired.
   - If you’ve chosen a leave type other than Sabbatical or Extended Sabbatical, proceed to **Entering a Decision** (page 9)
   - If you’ve chosen Sabbatical or Extended Sabbatical as your leave type, proceed to step 4 (page 6).
4. After clicking the **Save Leave Request** button you will notice that a new section (**Associated Documents – Sabbatical**) appears. This is the section you will use to upload documents related to your sabbatical (sabbatical plan, and sabbatical report).

**Please note:**
- It is **not** mandatory that the sabbatical plan be uploaded at time of application for sabbatical. The sabbatical leave request may be submitted without the sabbatical plan, and the plan may be added by the applicant at a later date, *however, it must be uploaded no later than three months before the start date of the requested leave.*
- If the sabbatical leave request is submitted without the sabbatical plan uploaded, the applicant will receive monthly reminders by way of system-generated email that their leave request still requires the plan to be uploaded.
- **Sabbatical plans** are submitted *before* the start of the leave, and sabbatical **reports** are submitted once the leave is complete.

If your sabbatical plan is not prepared at time of application for sabbatical and your intention is to upload the plan at a later date, go directly to **Entering a Decision** (page 9).

If you are prepared to upload your sabbatical plan at this time, proceed to **Uploading Sabbatical Documents** on the following page.
Uploading Sabbatical Documents

Please note that your sabbatical plan/report must be saved in pdf format

In the **Associated Documents – Sabbatical** section of the sabbatical leave request form, click the **Manage Sabbatical Documents** button:

![Manage Sabbatical Documents](image)

This will cause the **Document Upload** page to open:

![Document Upload](image)

Document upload is a two-step process:

**Step 1:**
- Select Sabbatical Plan or Sabbatical Report from the **Document Type** drop-down menu, then click the **Choose File** button to search for your document. Again, the document must be saved as a pdf file.
- Once you have located and selected your document, click the **Upload Document** button. “...Processing...” will appear on screen for a few seconds as the system uploads the document. Once the initial upload is complete, a confirmation message reading “The file has been successfully uploaded” will appear at the top of the page.
- Under **File name** on the lower left of the screen you’ll notice a link to the document that you just uploaded. If you click on this link you can review the document, and if for any reason you are not satisfied with the document, you can at this point remove it from the leave request by clicking the **Delete** button:

**Step 2:**
- If you are satisfied with the document, click the **Confirm Upload** button:
“…Processing…” will again appear on screen for a few seconds while the upload completes. Once step 2 of the upload is complete, a confirmation message reading “The file has been successfully stored in the Document Management System” will appear at the top of the page. Click the Return to Leave Details Page button to return to the main leave application page.

If you are uploading your plan at the same time as you are submitting your sabbatical request: go directly to Entering a Decision (page 9) to complete your application.

If you are uploading your plan after having already submitted your sabbatical request: to exit the main leave application page, click the Return to Leave Review Launch page link (in the upper left of the page), or the EXIT link in the upper right to exit Carleton Central.
**Entering a Decision**

Now that all the details of your leave request have been populated and you are satisfied with the data you’ve entered, it is time to forward the request for review. This is done in the final section of the leaves application form, the **Enter Decision** section:

1. Select “Submit online form for Approval” from the **Decision** drop-down menu; once you do this the **Submit** button will become active (become red)
2. Optional: enter comments in the **Comments** box if desired
3. Click the **Submit** button; the system will forward your leave request to the next level of reviewer for review, and will, by way of email, notify them that they have a leave request to review

After hitting the Submit button you will be returned to your launch page where you should see your newly-submitted leave request with the Status of **In Progress**.

The applicant will be informed of the outcome of the leave request (once the Provost makes a decision) by way of email notification, and can track where the request sits in the reviewer queue by checking the **Reviewer Level** on their Leaves launch page.
Canceling a Leave Request

Applicants may cancel leave requests that have not yet been approved by the Provost, as well as leave requests that have received final approval (providing the start date for these approved leaves has not yet arrived). However, each of these is done in a different way:

To cancel a leave request that has not yet been approved by the Provost:

1. Access your leave request launch page via Carleton Central
2. Locate the leave request ID that you want to cancel and click the Review button on the far right; this will open the leave request form.
3. Scroll to the bottom of the form to the Decision drop-down menu and select Cancel Leave. The system requires the applicant to enter, in the Comments field, an explanation or reason for the cancellation.
4. Click the Submit button. The leave request will be cancelled, and any reviewers who have already reviewed and submitted a decision on the request will receive email notification that you have chosen to cancel the leave.

After hitting the Submit button you will be returned to your launch page where you should see your newly-submitted leave request with the Status of Cancelled.

To cancel a leave request that has already been approved by the Provost:

1. Access your leave request launch page via Carleton Central
2. At the bottom of the launch page, click the red Cancel Leave Approved by the Provost button. This will refresh your launch page so that only leaves that have been received final approval will appear.
3. Locate the leave request ID that you want to cancel and click the Cancel button on the far right; this will open the Leave Change Request form.

Requests to cancel leaves that have already received final approval generate a new request (a Leave Change Request) that goes through the same chain of reviewers as the initial leave request. Note that a new LCR (Leave Change Request) ID number appears in the upper left of the form, along with the ID number of the corresponding leave request (clicking the red ID number of the corresponding leave request will take you to that leave request if you wish to view it).

4. Enter the reason that you are cancelling your leave in the Reason for Change field, then click the Save Request button to save, or Reset to clear the field if needed.
5. In the Enter Decision section, in the Decision drop-down menu, select Submit online form for Approval.
6. Optional: enter comments in the Comments box
7. Click the red Submit button; the system will forward your leave change request to the next level of reviewer for review, and will, by way of email, notify them that they have a leave change request to review.

After hitting the Submit button you will be returned to your launch page. Your newly-submitted leave change request will appear on your launch page as a Request to Cancel (under the Request Type column) with the Status of In Progress. The corresponding leave request will have a revised status of Locked – Change Request in progress.

The applicant will be informed of the outcome of the request to cancel (once the Provost makes a decision) by way of email notification, and can see where the request sits in the reviewer queue by checking the Reviewer Level for the request on their Leaves launch page.
Postponing a Leave Request

Only sabbatical requests that have been approved by the Provost can be postponed. For all other submitted leave types for which the applicant would like to change the start date, the leave must be cancelled and a new leave request with the revised dates must be submitted.

To postpone a sabbatical request that has already been approved by the Provost:

1. Access your leave request launch page via Carleton Central
2. At the bottom of the launch page, click the red Postpone a Leave Approved by the Provost button. This will refresh your launch page so that only fully approved sabbaticals will appear.
3. Locate the leave request ID that you want to postpone and click the Postpone button on the far right; this will open the Leave Change Request form.

Requests to postpone sabbaticals approved by the Provost generate a new request (a Leave Change Request) that goes through the same chain of reviewers as the initial sabbatical request. Note that a new LCR (Leave Change Request) ID number appears in the upper left of the form, along with the ID number of the corresponding sabbatical request (clicking the red ID number of the corresponding leave request will take you to that leave request if you wish to view it).

4. Enter the desired start and end dates in the Revised Start Date and Revised End Date fields, and the reason that you are postponing your sabbatical in the Reason for Change field.
5. Click the Save Request button to save all data, or Reset to clear all fields if needed.
6. Optional: enter comments in the Comments box.
7. Click the red Submit button; the system will forward your leave change request to the next level of reviewer for review, and will, by way of email, notify them that they have a leave change request to review.

After hitting the Submit button you will be returned to your launch page. Your newly-submitted leave change request will appear on your launch page as a Request to Postpone (under the Request Type column) with the Status of In Progress. The corresponding sabbatical request will have a revised status of Locked – Change Request in progress.

The applicant will be informed of the outcome of the request to postpone (once the Provost makes a decision) by way of email notification, and can see where the request sits in the reviewer queue by checking the Reviewer Level for the request on their Leaves launch page.
Responding to a Request to Delay Sabbatical

The Dean and University Librarian have the ability, once a sabbatical request reaches them, to initiate a request for the applicant to delay the start date of his or her sabbatical leave for a period of time. If a request to delay is initiated on a sabbatical request that you have submitted you will be notified by way of email:

You have a leave request to review. To do this, please go to Carleton Central https://central.carleton.ca/

Click on the Faculty Services tab -> Faculty Affairs - Submit Sabbatical and Other Leave Requests. You will be taken to a page with a summary list of leaves requiring approval then select 58.

Leave Request Details:

Dean-UL has submitted Leave Delay Request ID = 58
Related Leave ID: 331
Applicant Name: Faculty Leaves Tester
Banner ID: 1010.....
Position Number(s): 79....
Leave Type: Sabbatical
New Proposed From Date (YYYY/MM/DD): 2017/07/04
New Proposed To Date (YYYY/MM/DD): 2018/06/30
Credits Towards Future Sabbatical (if applicable): 1
% Increase for Stipend (if applicable): 4
Reviewed By: Reviewer Name
Comments: please delay sabbatical start date!

Note that the fact that this is a Leave Delay Request is bolded, as is the delay request ID number.

To take action on a request to delay sabbatical:

1. Access your leaves request launch page via Carleton Central.
2. Locate the request to delay ID number indicated in the email notification, confirming that the number corresponds to a Delay Request (see Request Type column on the launch page).
3. Click the Review button on the far right; this will open the delay request form.

There is no data for the applicant to enter on the request to delay form. The applicant simply reviews the data the Dean or UL has entered into the Leave Details section, then enter their decision

4. After reviewing the Leave Details section, go to the Decision drop-down menu in the Enter Decision section at the bottom of the form. The applicant has the option to Accept the terms of the requests to delay, Not Accept the terms, or to Return to Dean/UL for correction:
   • Accept: the delay request is forwarded to the Manager of faculty Affairs for review
   • Not Accept: the delay request is terminated
   • Return for Correction: the delay request is sent back to the Dean/UL. On return for corrections, it is mandatory to enter comments explaining why the delay request is being returned.
5. After selecting a decision option, click the red Submit button; the applicant will be taken back to the launch page.