

College of Social Work
Faculty Vacation Leave Process
As of July 1, 2022

[Administrative Regulation 3:6](#) provides details regarding vacation leave for faculty members at the University of Kentucky, including which faculty members are entitled to vacation leave, how much vacation leave is given to such faculty members, and parameters for use of the vacation leave.

In alignment with this regulation which requires “prior administrative approval” for use of vacation leave, and to ensure proper stewardship of university resources, the College of Social Work establishes effective July 1, 2022 the following administrative approval process for faculty members who earn vacation leave:

- No less than two weeks¹ prior to planned use of vacation leave, a faculty member must submit a request for use of vacation leave. This leave request should be submitted in [myUK](#) as follows:
 - Click the “Employee Self Service” tab
 - Click “Working Time and Leave Requests”
 - Click “Create Leave Request”
 - Click “New”
 - Under “Type of Leave,” select one of the following categories, depending on your assignment period:
 - Vacation - 10/11 Mo. Faculty
 - Vacation - 12 Mo. Faculty
 - Select the appropriate start and end dates for the leave
 - Enter the appropriate number of hours for the leave (one day = 8 hours)
 - Enter any notes to the approver (optional)
 - Click “Send and Back”
 - Click “OK” in the confirmation box that appears
- Your vacation leave request will be reviewed by the Dean or their delegate. They will either approve the request or follow up with you for additional information.
- Should your plans for use of vacation leave change after submission or approval, please adjust the leave request ASAP as follows:
 - Click the “Employee Self Service” tab
 - Click “Working Time and Leave Requests”
 - Click “Create Leave Request”
 - In “Leave Data Overview” section, find the vacation leave request to be adjusted
 - Depending on the need, select the “Edit” or “Cancel” icon
 - If editing, follow submission steps listed above.
 - If canceling, click “Yes” in the confirmation box that appears
- You can view the status of pending and prior leave requests in [myUK](#) as follows:
 - Click the “Employee Self Service” tab
 - Click “Working Time and Leave Requests”
 - Click “Create Leave Request”
 - View pending and prior leave requests in the “Leave Data Overview” section

¹ *Vacation leave requests submitted less than two weeks prior to planned use of vacation leave may be considered under special circumstances.*

- You can view your total available vacation leave balance in [myUK](#) as follows:
 - Click the “Employee Self Service” tab
 - Click “Working Time and Leave Requests”
 - Click “View Time Account Balances”

Should you have questions regarding this process, please contact:

- Diana Pérez La Rotta, College of Social Work Human Resources Administrator
- Anna Chalfant, Strategic Operations Director