University of Kentucky, College of Nursing
Absence Policy/Procedures

Policy

The College of Nursing adheres to the University of Kentucky, Human Resources official Absence/Attendance policy HR Policy #70, which can be located at: http://www.uky.edu/hr/policies/attendancehours-work

In addition to the UK HR policy, the College of Nursing choses to implement additional policies regarding Professional Travel Leave, all travel leave must be documented prior to travel being taken.

1) An approved Travel Request must be on file prior to any Official University Travel taking place
2) In addition to the approved travel request it is best practice for the employee to utilize the leave request system to create a leave record for all hours/days for which the employee will be in travel status. This is a highly recommended practice to ensure the employees protection in the event of an accident while in travel status.
   a. If an approved leave request is not on file, the employee must have at minimum an email or comparable documentation that indicates the employee was approved to travel on the specific dates/times

Procedures

To create a leave request follow these steps:

1) Login to myUK, https://myuk.uky.edu/irj/portal using the employees UK login credentials
2) Select the Employee Self Service tab
3) Select Working Time
4) Select Create Leave Request
5) Select New
6) Type of Leave--Using the drop down box select the appropriate type of leave

a. Travel Leave---OFFICIAL PROF LV/TRAVEL
   b. FACULTY ONLY-----10 or 11 Month Faculty will need to select the appropriate Vacation option for all vacation requests
   c. Holiday Leave—Be sure to select the appropriate Holiday for your request
7) Enter the Start/End Date of the leave
   a. STAFF ONLY-----For Vacation/TDL please note you will need to create more than one request if your leave extends over a weekend or if one of the days is not a full 8 hour day. For example: an employee taking vacation on Tuesday April 1 @ Noon through Wednesday April 9, the employee will need to create 3 leave requests as follows:
      Start Date: 04/01   End Date: 04/01   4 hours
      Start Date: 04/02   End Date: 04/04   24 hours
      Start Date: 04/07   End Date: 04/09   24 hours
8) Include any comments or information that may be helpful or required by your supervisor in the "New Note" section
9) Submit your request for approval
   a. To enter an additional request click "Send and New"
   b. If additional requests are not needed click "Send and Back"

The request will route to your reporting supervisor for approval. Your supervisor will receive a system generate notification at 9:00am the following business day. The employee will received a system generated notification regarding the approval/rejection of the request.