UK College of Nursing

# Process to Report Faculty Absences

Updated 3/12/2025

Overview:

The following process is to be followed to report faculty absences.

Process

1. The faculty member should request time off or report the absence to their supervisor/administrator via email as soon as possible. This request should outline the dates out of the office and the reason for the absence. (i.e. vacation, university travel, funeral, TDL)
2. The supervisor/administrator will reply with any required approvals/denials. Once the time off request is approved, depending on the leave type, the faculty member should submit through the electronic myuk system or via IRIS Absence Record form.
3. If the request was approved for vacation time off, you enter the request under myuky.edu, working time and leave requests. Be sure to select your contract period months (10,11, or 12 months) when submitting the request or you will receive an error. Nine month faculty do not accrue vacation time.
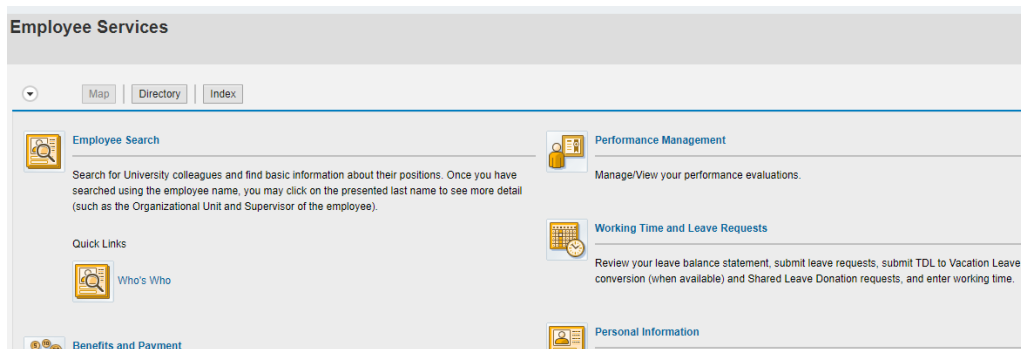
4. Once the vacation leave request is entered, your supervisor will receive notification and will approve electronically. The requester will receive an email once final approval is completed.
5. If the leave request is for TDL, University Travel, funeral leave, or other leaves, please complete the University of Kentucky IRIS Absence Record.
6. Once you complete the University of Kentucky IRIS Absence Record, please route to your supervisor/administrator for approval/signature.
7. Once all approvals are completed, the supervisor/administrator should forward to the HR Director for filing.
8. If at any time, your plans change and you need to cancel or alter your absence request, please contact the Payroll Specialist for vacation time changes, and the HR Director for all other leave request changes.
9. It is essential that all leave requests are approved and entered as appropriate based on the leave type. This allows for accurate reporting of all leave.

Resources:

University of Kentucky Absence Record (IRIS form)