

Process to Report Staff Absences

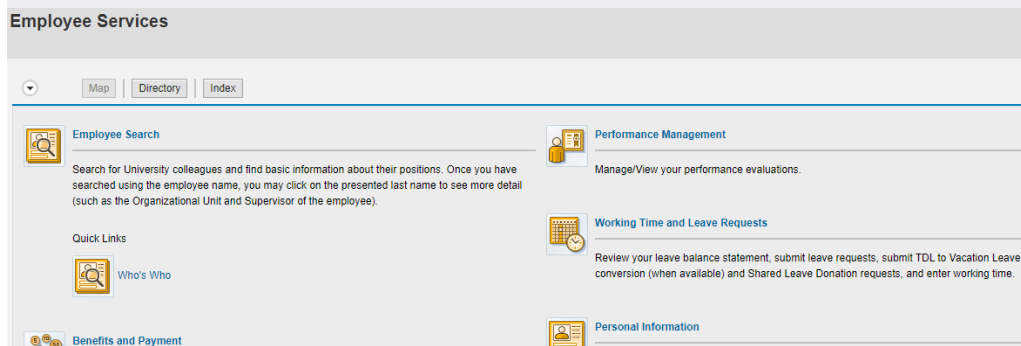
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Overview:

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

Process

1. The staff 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, the staff member should submit through the electronic myuk system.
3. All leave requests should be entered into myuky.edu, working time and leave requests.



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 at any time, your plans change and you need to cancel or alter your absence request, please contact the Payroll Specialist.
6. 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:

[Leave Requests FAQ](#)