

How do I...

Apply for Study/Administrative/Librarian/Assistant Teaching Professor Leave?

Application Deadline: *If you are applying for a leave, please submit your application by September 30.*

A study leave may now commence on January 1, July 1 or September 1 of the academic year following the year in which the application is made.

- **Before you get started:** We recommend that you use Internet Explorer 6 or Internet Explorer 8 or Firefox as your internet browser to complete your online study leave application.
- **Please do not copy and paste text from a Microsoft Word document into the application form** as the formatting will not be retained by the application form and this will cause errors in the system. Please type into the text boxes to avoid errors.
- **You can attach documents (in PDF or word format) to your application.** Use the attach button found on the bottom of the application then browse on your computer to attach documents.

1. Please navigate to My Page

(<https://www.uvic.ca/cas/login?service=https://www.uvic.ca/mypage/Login>) using one of the browsers listed above. If you are not familiar with My Page, you can get to it from www.uvic.ca by clicking on the Online tools and clicking on the My Page under the popular online tools heading. You will be prompted to login with your netlink ID and password.

2. From My page, begin your application by selecting **Employee services** from the menu bar.

The screenshot displays the My Page interface. On the left is a navigation menu with items: Sign out of UVic, Personal profile, Collections (expanded), My home, Library, Research, Employee services (highlighted with a red arrow), Employee Services, -Add Content, -Collection Options, Add collection, Content finder, and Open content. The main content area shows a top navigation bar with News, Pay Information, Leaves & Benefits, Tax Forms, Time Sheet, and Instructional Aids. Below this is a sub-menu with Access to Student Info. and Answer a Survey. The main heading is Employee Services, followed by a section 'What would you like to do?' with a list of links: View pay stub, Download tax slips, View job status, View benefit handbooks, View Job Postings, Sign in to uHire Admin, Search employee resources, and Update personal profile. Below that is an 'Employee announcements' section with a link for Staff and faculty recreation programs.

Revised: August 6, 2013

3. Select **Leaves & Benefits** from the tabs that appear within the Employee Services box. Then Select **Study/Administrative Leave**.

The screenshot shows the 'Employee Services' interface. At the top, there are navigation tabs: News, Pay Information, **Leaves & Benefits** (highlighted with a red arrow), Tax Forms, Time Sheet, and Instructional Aid. Below these tabs are links for Benefit Statement, Study/Administrative Leave (highlighted with a red arrow), and Leave Report. The main content area is titled 'Leaves & Benefits' and contains information about benefit changes effective July 1, 2011, and a list of links including Benefit Statement, Study/Administrative Leave, and Leave Report.

4. Select the type of leave you are applying for from the drop down menu titled **Request Type**.

The screenshot shows the 'Study/Administrative Leave' request form. It includes a welcome message, a list of leave types, and a form with the following fields: Name (redacted), Position (Assistant Teaching Professor), Department (Hispanic & Italian Studies), Contact Email (vpacleav@uvic.ca), and Request Type (Faculty Member Study Leave). A 'Send request' button is located at the bottom of the form.

5. Your request is sent to the Workflow System, where an account will be created for you. You should see the message below.



Success

Your application has been initiated and the workflow process has begun.
Please check your email account for a link to the workflow process to continue your application.

6. You will next receive an automated email when your study/administrative leave application is available for you to complete. The e-mail contains a direct link (“Click [here](#)”) to your application in Banner Workflow. You will be prompted for your netlink ID and password to begin working on your application. **Please do not return to My Page to access your application – doing so will initiate a second application.**

From: vpadeave@uvic.ca
To: vpadeav
Subject: Application Initiated - Faculty Study Leave Workflow for [REDACTED]
Sent: Wed 07/08/2013 11:33

This email is for [REDACTED] as part of the application process for Faculty Study Leave.

The University of Victoria Workflow Faculty Study Leave application is ready for you. [Click here to begin or resume your application](#). We encourage you to review the guide for completing the application which can be found on the VPAC website. Please note that you will require your Netlink ID and password to enter the site to complete your application.

During the process of completing your application, you may save your work with the Save & Close button located at the bottom of the application, then return to complete your application by logging into Banner Workflow: <https://workflow.uvic.ca/wfban/p/login.jsp>

Once finished, click the Complete button. You will then receive by email a record of your leave request and your application will automatically forwarded to the chair/director of your department/school for his/her review.

Please complete your application by the deadline of **September 30**. If you have any questions on completing your application, please contact [the study leave coordinator](#) (campus local: 7626) at the office of the Vice-President, Academic and Provost.

Thank you from VPAC.

7. The application will be prepopulated with your personal information. **All mandatory fields to complete are marked with an asterisk (*).**

Home	Worklist	Faculty Study Leave Request	Hide Menu Logoff Help
Worklist			
Workflow Status Search			
Workflow Alerts			
User Profile			
My Processes			
User Information			
Change Password			

A question requiring an answer is preceded by an asterisk (*). If there is no preceding asterisk then an answer is optional.

Name: Xample, Edward
Banner ID: V00821317
Netlink: example
Position: Associate Professor
Department: Business
Faculty: Faculty of Business
Application Date: 27-Aug-0010 12:00:00 AM
Application Status: Application Initiated

* Number of Months Requested

Six Twelve

* Leave Start Month

January July

* Leave Start Year: 2010

Please indicate here if any special requests are being made regarding this leave application.

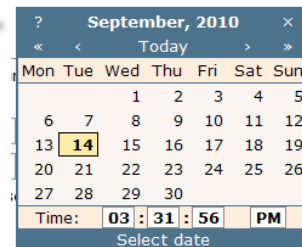
IMPORTANT:

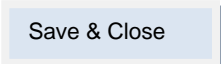
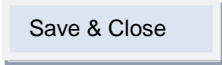
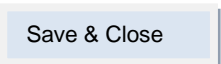
5. You can attach any relevant documents (in PDF or word format) to your application. Use the attach button found on the bottom of application then browse on your computer to attach the documents to your application. Please identify the names of any attached documents in the corresponding text box of your application.
6. Please do not copy and paste text from a Microsoft Word document into the application form. The formatting will not be retained by the online application form and will cause errors in the system. Please type directly into the text boxes using plain text (Plain text includes all characters on your keyboard, but does not include formatting that is done by a word processor such as bulleting, special symbols, fancy italics, etc...) You may cut and paste from a .txt document created in Notepad.
7. When entering qualifying dates into the form please use the calendar feature that is located to the right of the box to ensure correct date formatting. If you do not use the correct format, you will receive an error message when you attempt to save or complete your application.

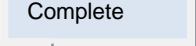
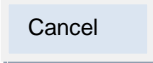
The qualifying service period is from the date of initial appointment or the date of return from last leave to the day before the start date of this leave request.

* Qualifying Service Period Start Date: ...

* Qualifying Service Period End Date: ...



8. Your application can be completed in a single step or you may save your work and complete the application at any point prior to the September 30 submission deadline.
9. Use the  button found at the bottom of the application to save your work and come back to it later. To return to your application, log into Banner Workflow at <https://workflow.uvic.ca/wfbn2p/logon.jsp> and go to your worklist.
10. Please be aware that Workflow may time out after **30 minutes of inactivity**. Therefore it is important that you use the **save & Close button to ensure that you do not lose any information**. Clicking on the  will take you back to the Banner Workflow login page.
11. To avoid losing your work, we highly recommend clicking  regularly while you are working on an application.

12. When you are ready to submit your application, select  to forward it to your chair or director or librarian. **Selecting  will delete all information entered. Avoid selecting cancel.**

13. Once you have submitted your application to the chair/director/librarian it will disappear from your Banner Worklist page. **You will then receive an electronic record of your study leave application by email.**

14. Your request will automatically be forwarded by the Workflow system through the recommendation and approval process. VPAC will notify you of the decision on your application by January 31.

15. If an amendment to your application is required by the chair/director/librarian, you will receive an email notification. **The subject line will indicate “Amendment Required”** as shown:

From: vpacleav@uvic.ca [mailto:vpacleav@uvic.ca]
Sent: September 21, 2010 11:50 AM
To: Edward Xample
Subject: Amendment Required - Faculty Study Leave Workflow for Xample, Edward

This email is for Xample, Edward as part of the application process for Faculty Study Leave.

The University of Victoria Workflow Faculty Study Leave application is ready for you. During the process, you may pause by saving your work with the Save & Close button at the bottom of the form, then return to the application later. Once finished, click the Complete button. You will then receive by email a record of your leave request and your request will be forwarded to the chair/director of your department/school.

Click [here](#) to begin or resume. You will require your Netlink ID and password to enter the secure site.

16. Select the “click [here](#)” button on the initial e-mail you received from the system to return to your study leave application. You may also log directly into Workflow at <https://workflow.uvic.ca/wfban2p/logon.jsp>. Once you have opened your application, update the fields as requested in the chair/director/librarian assessment notes. In the example below, more detail is requested for the abstract:

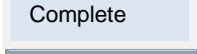
* Abstract:

This is my abstract explaining the proposed project for the Leave including an indication of the relationship between the objectives of the project and your duties and scholarly activities at the University.

If the Chair later needs an amendment to your abstract, the details will appear here.

Abstract Assessment:

Please expand on your abstract. More detail is required.

17. Once you have completed the requested changes, select  to resubmit your application to the chair/director/librarian.

18. Following completion of your application, you will receive by e-mail an electronic record of your application. Please keep this e-mail as a record of your application.