Faculty Academic Leave Approval Process

This guide provides the basic steps for reviewing faculty leave and time off requests in Hyland OnBase.

Note: Your view may differ slightly from the screenshots below depending on your role.

noreply@hylandcloud.com 1. You will receive an email when a request is submitted for your review. Follow the link in the email to the OnBase You are receiving this automated message from the faculty leave system i Please review the attached leave request from If you approve, indicate your approval by checking the box and submitting the form. You also have the option of returning the form to the faculty member for changes or clarificatio Web Client. If you choose this option, please he sure to include a comment with specific instructions for the faculty membr stions, please contact Diane Rodrigues at diane.rodrigues@yale.edu or 203-436-169 Many thanks for your natience with this process Inbo C OnBase 🏫 📰 🛏 Drag a column header here to group by that colu 2. Click once on each request in the list to view the form. ШG NET ID FACULTY LAST OCUMENT DATE FACULTY PREFERRED IFE CYCLE VIEW WORK FOLDER Contain: √ Contain ∇ On The corresponding form will appear in the window below. No items to display More Approve Information
and
from
Send to Items: 1 Faculty mplate: None Request **B** Approve More → and Send to Information Yale University 3. Review the request and choose to return the form for from Request for Faculty Leave or Teaching Relief Faculty Director more information (A) or approve the request (B). Member Please complete all fields flagged with a red asterisk. There is an option to attach supporting documents if you wish to include them. Once completed, click the Submit button at the bott Important Notes All tenured faculty requesting an academic leave must submit this form to the department chair by November 7, 2023 FAS Non-Tenured faculty must follow the instructions online at https://fas.yale.edu/book/faculty-leaves -SEAS Non-Tenured faculty must follow the instructions online at https://seas.yale.edu/faculty-research/faculty-leave astructional (non-ladder) faculty applying for the Professional Development Leave must submit this form by December 1, 2023 along with the project proposal as described online at: Inbox **OnBase** 🏫 🛏 User Interaction 4. If you clicked on 'Request More Information' (A) in the 미단 Comments are optional. Any comments will be included in the communication to the

ast step, add comments and click 'Submit' to send the application back to the faculty member. Otherwise, click 'Submit' to send it forward.



Oct2023