

## **Requesting Official Professional Leave**

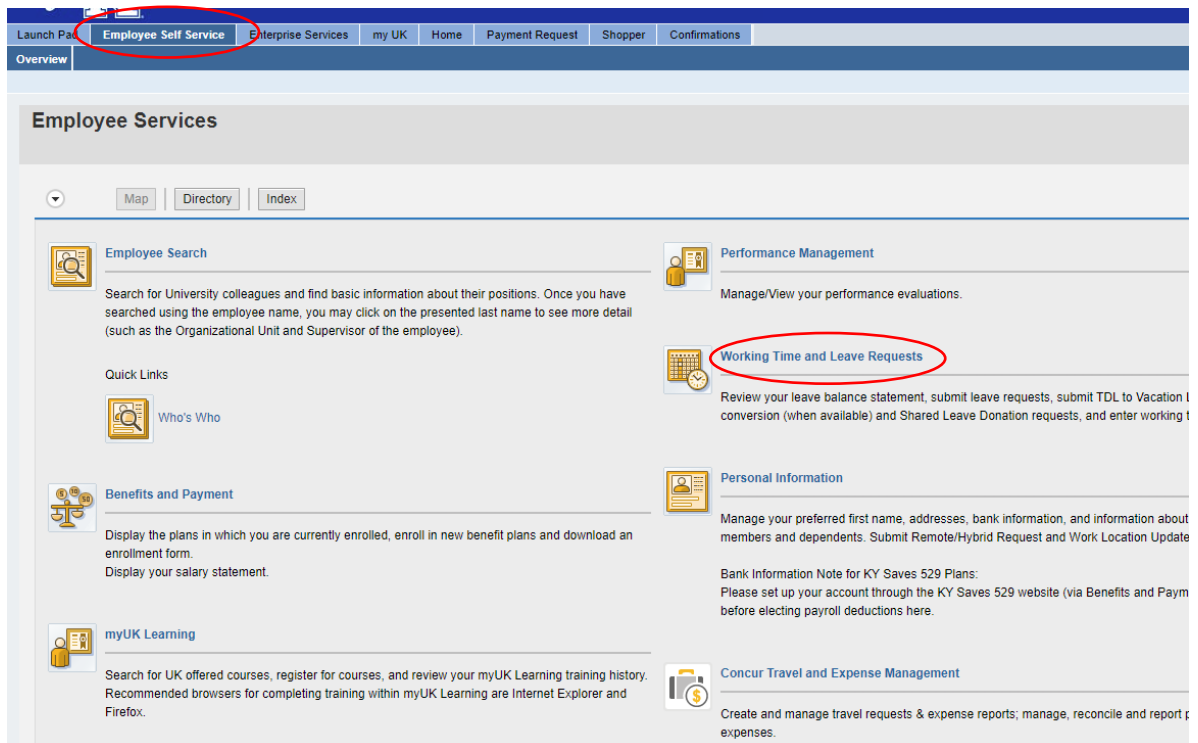
Quite often employees travel for professional purposes. In that event, employees should request official professional travel/leave. Those requests must be recorded through the myUK portal.

Some examples of this type of leave would be:

- Traveling for training purposes
- Official business on campus requiring travel.
- Travel for conferences: CHIES conference, State Fair, etc.

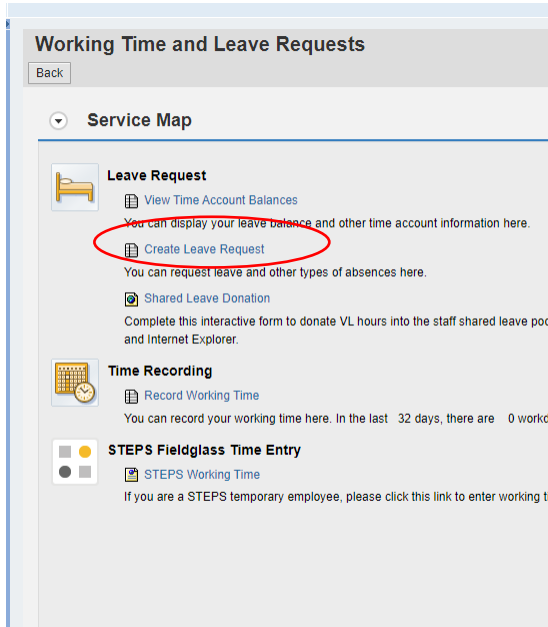
### **How to request Official/Professional Leave:**

1. **Log into myUK and select the Employee Self Service tab.**
2. Click on **Working Time and Leave Requests** option.

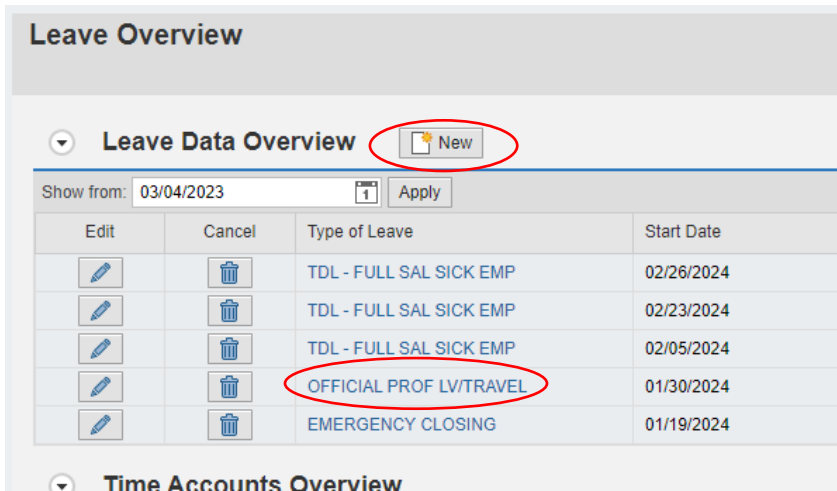


The screenshot shows the myUK Employee Services portal. The top navigation bar includes tabs for Launch Page, Employee Self Service (circled in red), Enterprise Services, my UK, Home, Payment Request, Shopper, and Confirmations. Below the navigation bar, the 'Employee Services' section is displayed. It features a search bar and several service tiles: Employee Search, Performance Management, Working Time and Leave Requests (circled in red), Personal Information, Benefits and Payment, myUK Learning, and Concur Travel and Expense Management. Each tile provides a brief description of the service.

3. Click on **Create Leave Request**.



4. Click **New**. Select the Type of Leave as **OFFICIAL PROF LV/TRAVEL**.



5. **Enter the dates and absence hours.** In the **New Note box**, enter the reason for Professional Leave (example: For Area PD Training in McCreary County). Then, click **Send and Back** to save the leave request.

**Leave Request: New**

Calendar Team Calendar **Time Accounts** Leave Requests

Time Account: All Types Show on: 03/12/2024 Apply

Time Account	Deduction from	Deduction to
Vacation	07/02/2022	06/30/2024
Vacation	07/01/2023	06/30/2025
TDL	10/04/2014	12/31/9999
Holiday	05/21/2023	06/30/2024

Leave Details

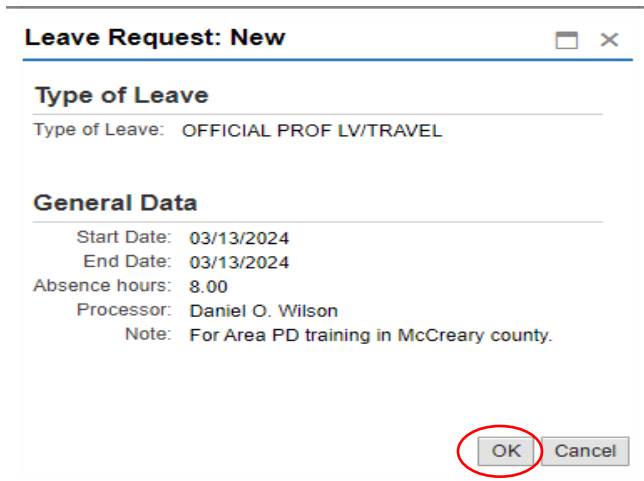
**Type of Leave**

\* Type of Leave: OFFICIAL PROF LV/TRAVEL  
Description: OFFICIAL PROF LV/TRAVEL

**General Data**

\* Start Date: 03/13/2024  
\* End Date: 03/13/2024  
Absence hours: 8.00  
Processor: Daniel O. Wilson  
New Note: For Area PD training in McCreary county.

6. You will receive a pop-up box to review your work. If all looks correct, click **OK**.



**Leave Request: New**

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OK Cancel

7. You should receive a message indicating that your data has been saved and routed to your supervisor's workflow.



**Additional Comments:**

- Official Professional Leave does not have to be entered in full day increments. Just make sure your Official Professional Leave and Working Time equal your total scheduled hours for the day.  
**(For example: if you worked 4 hours, you would enter 4 hours working time and then submit an official professional leave request for 3.5 hours.)**
- Remember that yellow messages are informational and not hard stops. It is ok to continue.

**For additional information on system messages please navigate to the college [Employee Resources](#) page.**