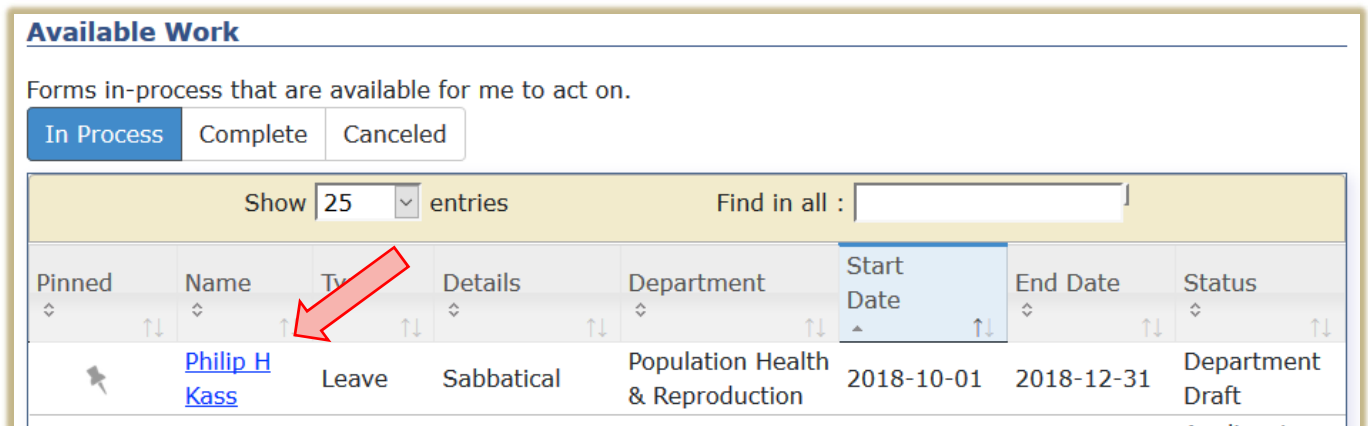


How to Create a Leave for an Academic in MyInfoVault (MIV)

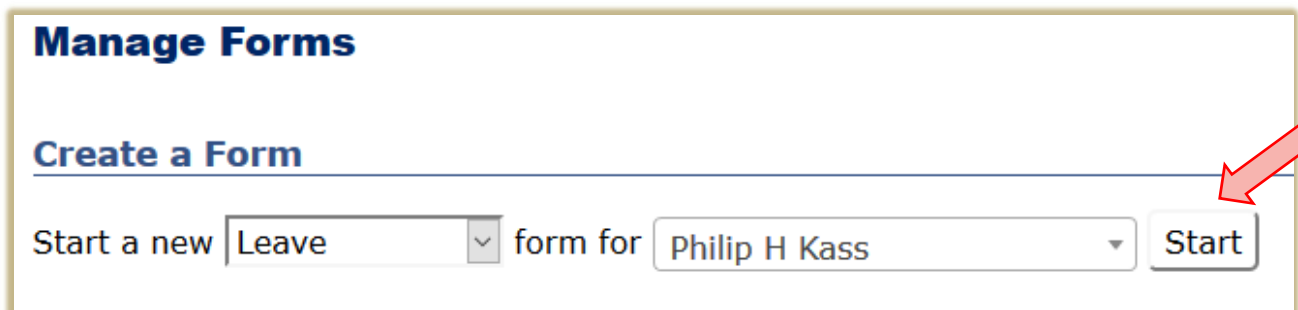
1. After logging in to MIV, select the *Manage Forms* link on the top left of your home page. If you only have access to work on forms in MIV, then you will be taken directly to the *Manage Forms* page after logging in.



2. If the academic has already created a draft of their leave request and submitted to the department, you can find it in the *Available Work* section, with the "Department Draft" status. Select the applicant's name to be taken to the form.



3. If a draft doesn't already exist, you will need to create a new leave request form for the academic. Under the *Create a Form* heading at the top of the page, make sure that "Leave" is selected as the form type. Begin typing the applicant's name into the search box, select the correct individual from the drop-down menu that appears, then select the *Start* button.



- On the *Edit Leave* page, select the category of leave that is being requested using the first drop-down menu. Then select a specific leave type from the options that appear in the second drop-down menu.

Edit Leave

Philip H Kass

Employee ID: 340320308

Department: VM: POPULATION HLTH & REPROD
001901 — PROFESSOR - STRICT FULL-TIME VETERINARY MEDICINE

Department: MED: PUBLIC HEALTH SCIENCES
001721 — PROFESSOR-HEALTH SCIENCES COMPENSATION PLAN

What kind of leave are you requesting?
Sabbatical

Please select the leave type
Faculty Sabbatical in Residence

- Once a specific leave type is selected, the remaining fields on the form will appear. The fields may differ depending on the leave category that has been selected.
- Answer each question on the form, or revise the applicant's answer as necessary if they had submitted a draft form. The type of leave chosen will determine which fields are required.

Service Period Begin Date10/01/2018Service Period End Date12/31/2018

Is this an extension of a previous leave? YesNo

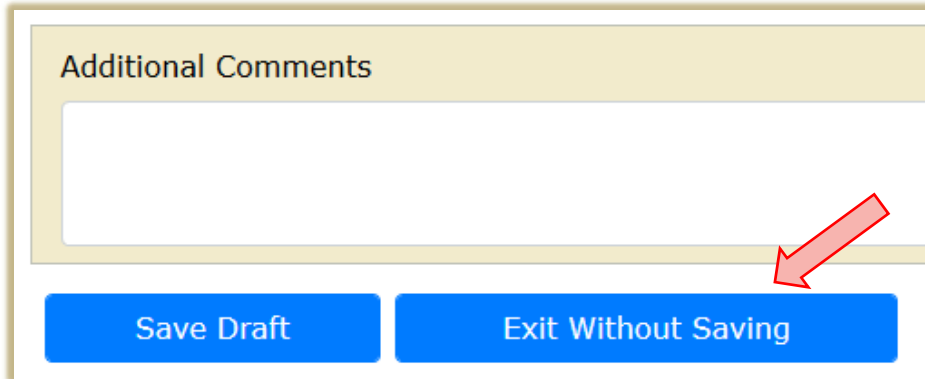
Address while on leave (if different from home address)
123 Main St.
Tulsa, OK 74074

Is this an international address? YesNo

What is the reason for or specific purpose of proposed leave?
To revise my book on widget development and to present an invited lecture at the Oklahoma Society for Widget Research.

Please upload your Sabbatical Leave Statement (

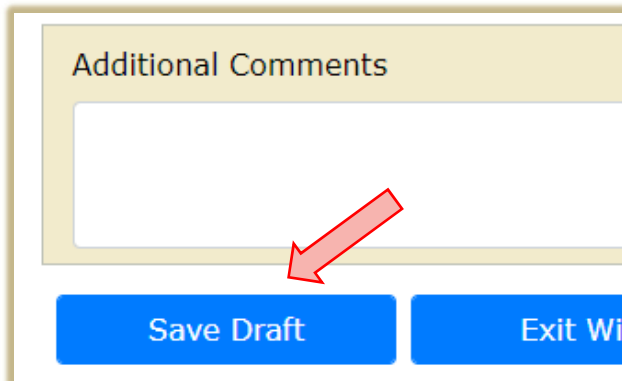
7. If you would like to discard the form you have created, select the *Exit Without Saving* button at the bottom of the form. You will automatically be returned to the *Manage Forms* page.



Additional Comments

Save Draft Exit Without Saving

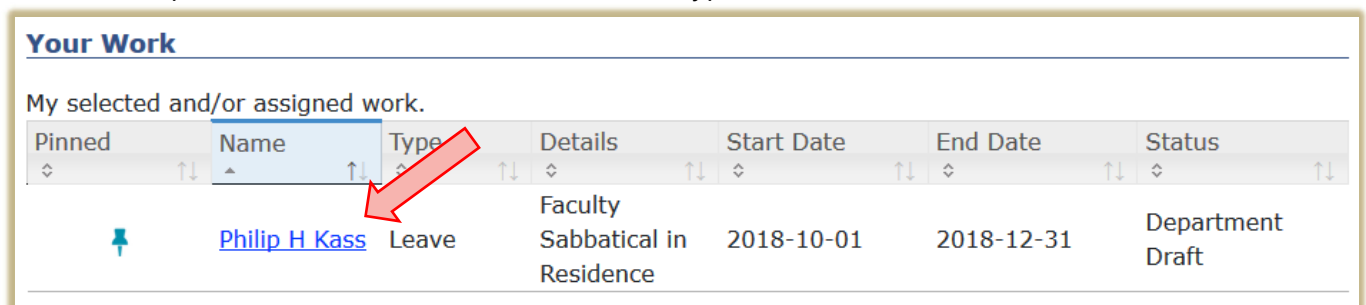
8. If you would like to save the form before submitting it, so that you may return and add additional information at a later time, select the *Save Draft* button at the bottom of the form. You will automatically be returned to the *Manage Forms* page.



Additional Comments

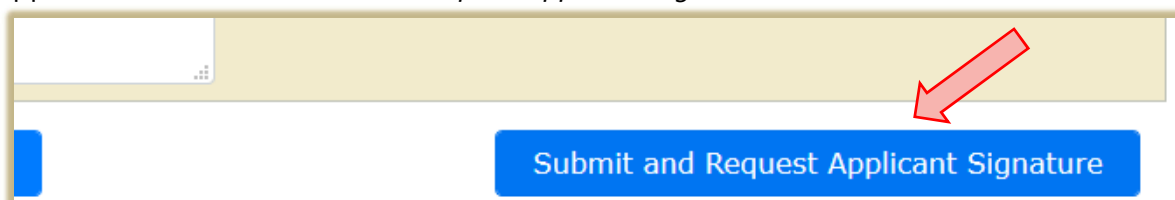
Save Draft Exit Without Saving

9. To return to a saved draft, log in to MIV and go to the *Manage Forms* page. Leave forms that you have created and saved as drafts will automatically be pinned and listed in the *Your Work* section with the "Department Draft" status. Select the leave type to be taken to that leave form.



Your Work						
My selected and/or assigned work.						
Pinned	Name	Type	Details	Start Date	End Date	Status
	Philip H Kass	Leave	Faculty Sabbatical in Residence	2018-10-01	2018-12-31	Department Draft

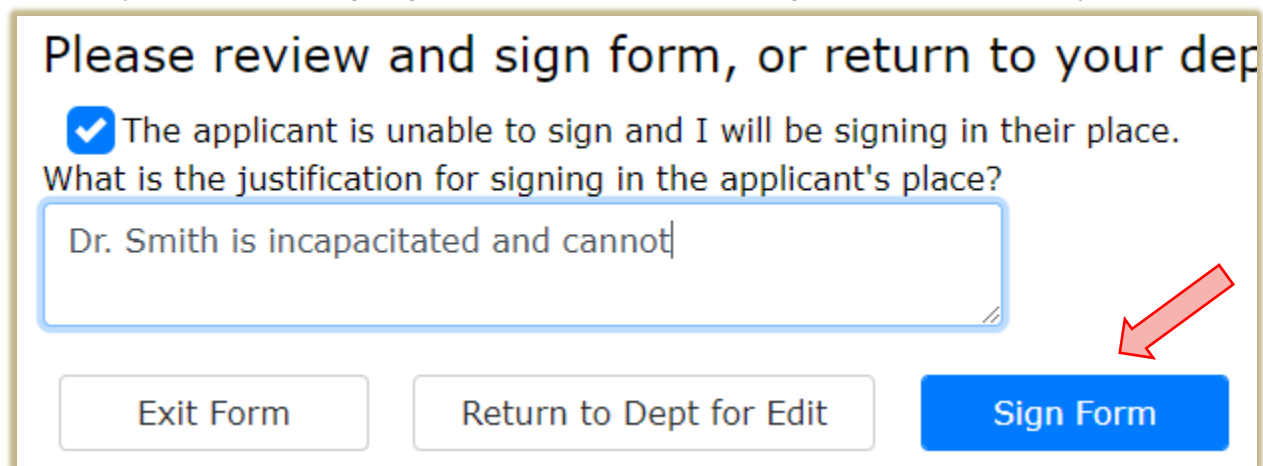
10. When you have completed filling out the form, it will need to be reviewed and signed by the applicant. Select the *Submit and Request Applicant Signature* button at the bottom of the form.



Submit and Request Applicant Signature

11. The applicant will be notified by email that a leave request is awaiting their review and signature. Once they have signed their form, the leave request will automatically route to any joint department staff for review. If there are no joint departments, or after any joint departments have completed their review, the leave request will automatically route to the department chair(s) for review.
12. If there are extenuating circumstances preventing the applicant from signing their form, you may be able to sign it on their behalf. **NOTE:** This does not apply to leaves that use sabbatical credits; in these cases, the applicant is required to sign the form themselves.

To sign on their behalf, select the leave from the *Your Work* or *Available Work* section on the *Manage Forms* page. On the bottom of the form, check the box that reads "The applicant is unable to sign and I will be signing in their place." A text box will appear in which you will be required to enter the justification for signing on their behalf. Select the *Sign Form* button when you are done.



Please review and sign form, or return to your department

☒ The applicant is unable to sign and I will be signing in their place.

What is the justification for signing in the applicant's place?

Dr. Smith is incapacitated and cannot

Exit Form Return to Dept for Edit Sign Form

13. Once your leave request has routed through the appropriate reviewers and has been approved, you will receive an email confirmation of the approval.