How to Request a Leave in MyInfoVault (MIV)

1. After logging into MIV, select the Manage Forms link on the top left of your home page.

2. Under the Create a Form heading at the top of the page, make sure that "Leave" is selected as the form type, then select the Start button.

3. On the Edit Leave page, select the category of leave that you are requesting using the drop-down menu.
4. Once a leave category is selected, the remaining fields on the form will appear. The fields may differ depending on the leave category that has been selected.

5. Answer each question on the form. If you aren’t sure how to answer a certain question, leave the field blank.
6. 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.

7. 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.

8. To return to a saved draft, log in to MIV and go to the *Manage Forms* page. Leave forms that have been created by you and saved as drafts will be listed in the *Your Forms* section with the “Applicant Draft” status. Select the leave type to be taken to that leave form.
9. When you have completed your leave request and are ready to submit it to your department, select the Send Form button at the bottom of the form.

10. Your request will be reviewed by staff in your department, who will fill in any remaining fields. Once staff have reviewed your request and are ready to send it forward for approval, you will need to review and sign the leave request. This is to allow you to verify that the form contains accurate information. You will receive an email notification when your leave form is ready to be signed.

Your department is preparing to submit a leave request on your behalf in MyInfoVault, and the form is now ready for your review and signature.

Leave Type: Faculty Sabbatical
Pay Status: PAID

The leave form can be viewed and signed by logging in to MyInfoVault and locating this leave in the list under “Your Forms”.

** This is an automatically generated email, please do not reply **

11. Log in to MIV and you will notice a red number in parentheses next to the Manage Forms link on your home page. This indicates the number of forms awaiting your review and signature. Select the Manage Forms link.

12. The leave request that is awaiting signature will be listed in the Your Forms section with the “Applicant Signature Requested” status. Select the leave type to be taken to that leave form.
13. Review the contents of the form, and communicate any inaccuracies to your department staff. If your department has requested that the form be returned to them for further edits, select the *Return to Dept for Edit* button on the bottom of the form.

14. If the contents of the form are accurate and you are ready to sign, select the *Sign Form* button on the bottom of the form. If the leave is unpaid, or a leave that will be using sabbatical credits, you may also be required to acknowledge additional statements before signing the form.

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