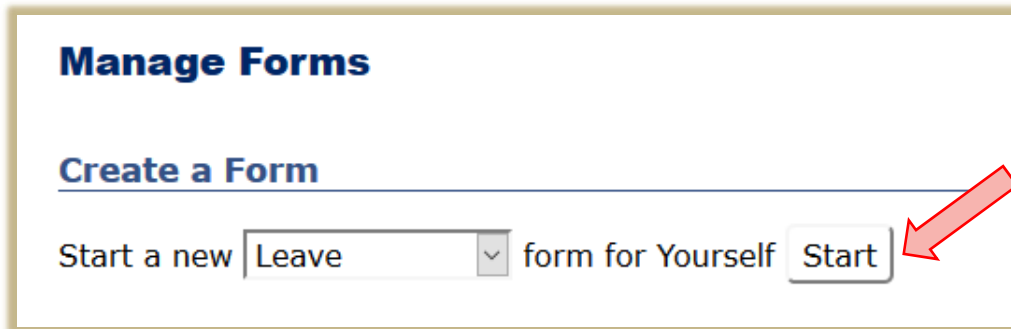


How to Request a Leave in MyInfoVault (MIV)

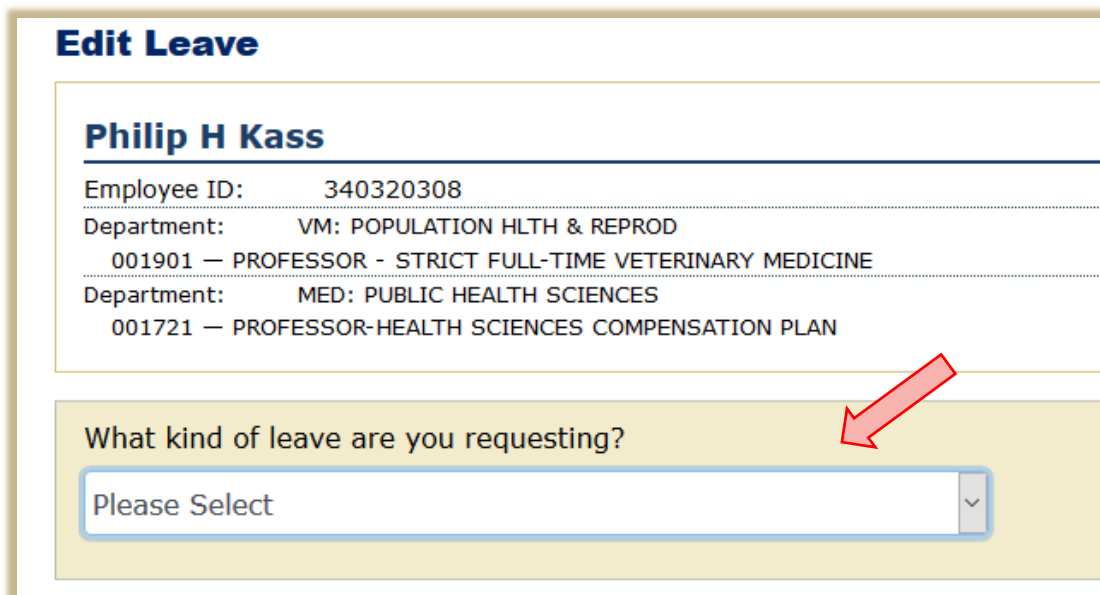
1. After logging into MIV, select the *Manage Forms* link on the top left of your home page.



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.

What kind of leave are you requesting?

Sabbatical

Will you receive other sources of income while on leave? Yes No

Which quarters are affected by this leave? Fall Winter Spring Summer

Pay Period Begin Date mm/dd/yyyy Pay Period End Date mm/

Pay Period Return Date m

Service Period Begin Date mm/dd/yyyy Service Period End Date r

Is this an extension of a previous leave? Yes No

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

Service Period Begin Date 10/01/2018 Service Period End Date 12/31/2018

Is this an extension of a previous leave? Yes No

Address while on leave (if different from home address)

123 Main St.
Tulsa, OK 74074

Is this an international address? Yes No

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 (

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.

The screenshot shows a form titled "Additional Comments" with a large text input area. Below the input area are three buttons: "Save Draft", "Exit Without Saving", and a partially visible blue button labeled "Send". A red arrow points to the "Exit Without Saving" button.

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.

The screenshot shows a form titled "Additional Comments" with a large text input area. Below the input area are two buttons: "Save Draft" and "Exit Without Saving". A red arrow points to the "Save Draft" button.

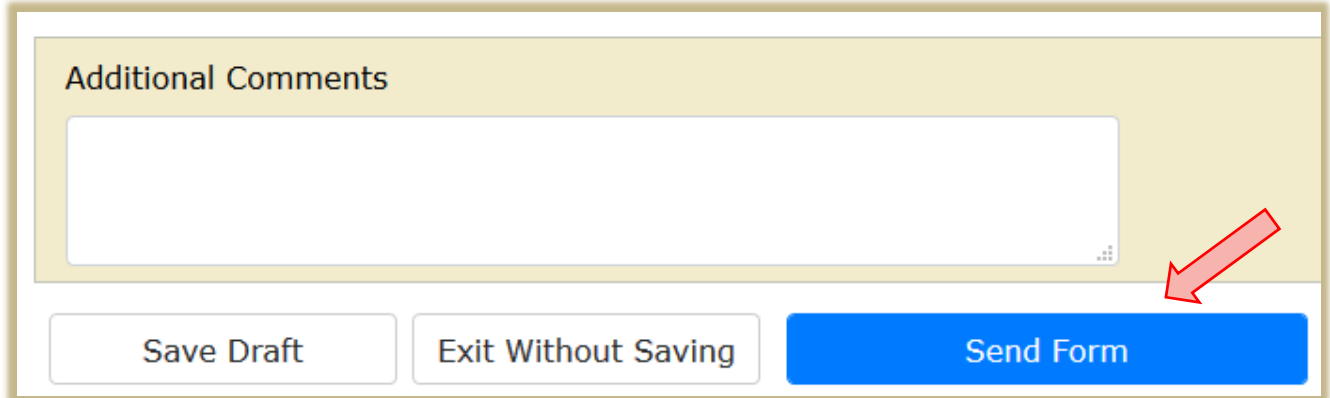
8. To return to a saved draft, log in to MIV and go to the *Manage Forms* page. Leave forms that have been created by you and saved as drafts will be listed in the *Your Forms* section with the "Applicant Draft" status. Select the leave type to be taken to that leave form.

The screenshot shows the "Manage Forms" page. Under the "Create a Form" section, there is a dropdown menu set to "Leave" and a "Start" button. Under the "Your Forms" section, there is a table with the following data:

Details	Type	Start Date	End Date	Status
Personal Illness	Leave	2018-10-01	2018-10-25	Applicant Draft

Below the table, it says "Showing 1 to 1 of 1 entries" and there are navigation buttons: "First", "Previous", "1", "Next", "Last". A red arrow points to the "Personal Illness" link.

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.



Additional Comments

Save Draft Exit Without Saving **Send 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.

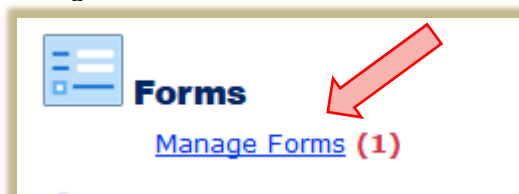
Leave Type: Faculty Sabbatical

Pay Status: PAID

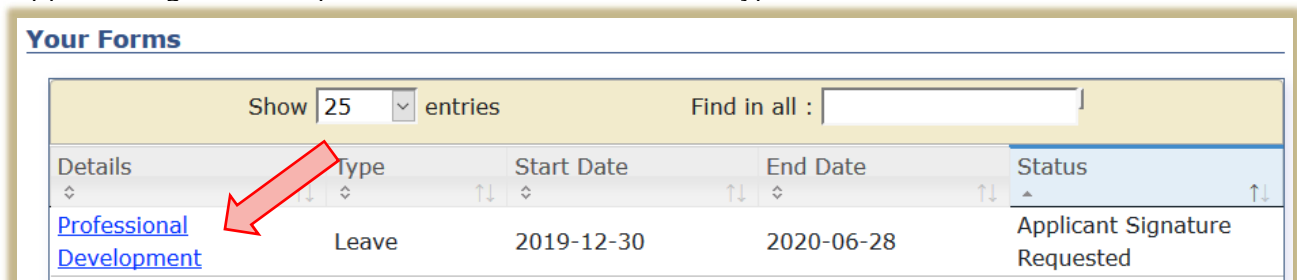
The leave form can be viewed and signed by logging in to [MyInfoVault](#) and locating this leave in the list under "Your Forms".

**** 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.




Your Forms

Show 25 entries Find in all :

Details	Type	Start Date	End Date	Status
Professional Development	Leave	2019-12-30	2020-06-28	Applicant Signature Requested

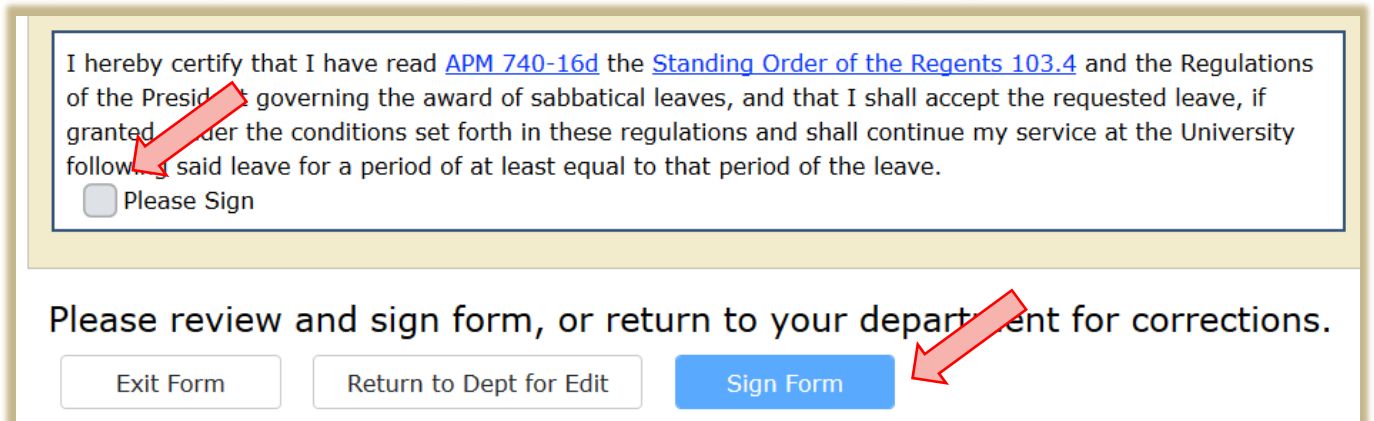
13. Review the contents of the form, and communicate any inaccuracies to your department staff. If your department has requested that the form be returned to them for further edits, select the *Return to Dept for Edit* button on the bottom of the form.



Please review and sign form, or return to

Exit Form Return to Dept for Edit

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.



I hereby certify that I have read [APM 740-16d](#) the [Standing Order of the Regents 103.4](#) and the Regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted under the conditions set forth in these regulations and shall continue my service at the University following said leave for a period of at least equal to that period of the leave.

Please Sign

Please review and sign form, or return to your department for corrections.

Exit Form Return to Dept for Edit Sign 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.