



BrockDB User Guide

Sabbatical Leave

Brock University
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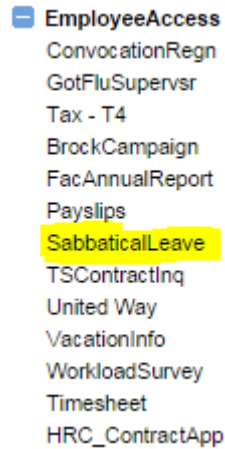
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NOTE: A copy of this User’s Guide is available by clicking on “Help” on the right side of the menu bar on the Sabbatical Leave Application Site.

Sabbatical Leave Application

1. Go to my.brocku.ca and login with your credentials
2. Click on the “My Work” Tab
3. Click on “Brock DB - Menu” in “My Links” Channel
4. Go to *EmployeeAccess* in the Navigation Menu
5. Click on the *SabbaticalLeave* option



Note: If you are not eligible for leave in the subsequent academic year, you will not be able to proceed beyond this point.

Completing the Sabbatical Leave Application:

- 1) The first section contains information on the Faculty Member or Professional Librarian. The section is read only and is prefilled for you at login.

2018-2019 Application for Sabbatical Leave in the 2019-2020 Academic Year	
Name Professor Name	Rank Associate Professor
Department Marketing, International Business & Strategy	Faculty Goodman School Of Business

- 2) The second section requires that the Applicant identify whether they are applying as a Faculty member or a Professional Librarian.

Applicant Type <input checked="" type="radio"/> Faculty <input type="radio"/> Professional Librarians
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- 3) Next the Applicant must specify the duration of the sabbatical leave being requested. Note that the duration options displayed are dependent on the Applicant Type chosen above.

For Faculty, select the duration of the leave being applied for:

Note: Only the durations for which you are currently eligible will appear here.

Applicant Type Faculty Professional Librarians

Duration for Sabbatical Leave for Faculty

- Six - Month (July - December, 2019)
- One - Year (January - December, 2020)
- Six - Month (January - June, 2020)
- One - Year (July, 2019 - June, 2020)

For Professional Librarians, select the duration of the leave being applied for. If choosing a duration of “One-Year” or “Six - Month” you must specify the date the intended leave is to begin in the “Date From” field (YYYY/MM/DD). A “Date From” must be specified. If you choose the duration “Other”, you must specify the beginning and end dates of the intended leave in the “Date From” and “Date To” fields.

Applicant Type Faculty Professional Librarians

Duration for Sabbatical Leave for Professional Librarians

- One - Year
- Six - Month
- Other

Date From:

- 4) This section provides information regarding your Eligibility for a leave and must be completed before continuing. Please input your “Year of Appointment” and indicate if this is your first leave:

Eligibility Year of Appointment:

Previous Leave: No Yes

This is the first sabbatical leave of my career

Or if you have had a previous leave and enter the dates of this leave:

Eligibility Year of Appointment:

Previous Leave: No Yes

Date From: Date To:

This is the first sabbatical leave of my career

- 5) The section provides you with the opportunity to attach the supporting documentation required for the sabbatical leave.

- a. Current Curriculum Vitae
- b. Plan for the proposed Leave
- c. Report on Previous Leave (not required if this is your first leave)
- d. Statement of Scholarly and/or professional achievements since the previous leave (not required if this is your first leave).

Contents of Application Please attach the following supporting documentation:

1. Current Curriculum vitae
2. plan for the proposed leave, including:
 - a. an outline of the proposed plans which explains why these should contribute to the applicant's scholarly, pedagogical or professional development, or
 - b. a description of program of study or professional activity which the applicant intends to undertake;
 - i. an explanation of the local chosen;
 - ii. a summary of the applicant's preparation for the project(s)
 - iii. where applicable, plans to take paid employment elsewhere.
3. Report of the previous leave (if applicable)
4. Statment of scholarly and/or professional achievements since the previous sabbatical (if applicable).

1. Curriculum vitae	<input type="button" value="Browse..."/>	No file selected.
2. Leave plan	<input type="button" value="Browse..."/>	No file selected.
3. Previous leave report	<input type="button" value="Browse..."/>	No file selected.
4. Achievements	<input type="button" value="Browse..."/>	No file selected.

6) The Final Section allows you to attach additional documentation or insert comments relevant to your leave application.

Once Sections 1 through 6 have been completed, you must input your Portal password and select the "Submit" button. By inputting your password and selecting "Submit" you will be electronically signing the Leave Application. **Your password will not appear in the submitted material.**

Additional Document No file selected.

Workflow Comments

By entering your password below, you're electronically Submitting/Approving/Disapproving the application to move forward.

Applicant's and/or Approver's Password

If a Department Chair is submitting an application for leave the system will force the user to select an alternate Chair as approver.

7) Once submitted, to update and re-submit the Leave Application, your Chair/Director will need to log into the system and 'Disapprove' the

application to release it back to the applicant. Once released, the applicant may login as above and input new information and/or upload updated documents. To re-submit, enter your password in the area provided and select “Submit” to electronically submit the application.

By entering your password below, you're electronically Submitting/Approving/Disapproving the application to move forward.

Applicant's and/or Approver's Password

Approve/Disapprove the Sabbatical Leave application:

To Approve/Disapprove the application, review the information, add comments or additional documentation, input your password in the area provided to electronically approve/disapprove the form.

Applicant's Password

Deferring the Sabbatical Leave application:

To defer the sabbatical leave application, review the information, select a new duration, add comments or additional documentation, input your portal password in the area provided to electronically approve/disapprove the form.

Applicant's Password

Sabbatical Leave Form Example

Faculty/Professional Librarian Sabbatical Leave

NOTE: a User's Guide is available to assist in completing the Sabbatical Leave Application Form by clicking on 'Help' on the right side of the menu bar above.

2018-2019 Application for Sabbatical Leave in the 2019-2020 Academic Year

Name Professor Name	Rank Associate Professor
Department Marketing, International Business & Strategy	Faculty Goodman School Of Business

Applicant Type Faculty Professional Librarians

Duration for Sabbatical Leave for Faculty

Six - Month (July - December, 2019)

One - Year (January - December, 2020)

Six - Month (January - June, 2020)

One - Year (July, 2019 - June, 2020)

Eligibility

Year of Appointment:

Previous Leave: No Yes

This is the first sabbatical leave of my career

Contents of Application Please attach the following supporting documentation:

1. Current Curriculum vitae
2. plan for the proposed leave, including:
 - a. an outline of the proposed plans which explains why these should contribute to the applicant's scholarly, pedagogical or professional development, or
 - b. a description of program of study or professional activity which the applicant intends to undertake:
 - i. an explanation of the local chosen;
 - ii. a summary of the applicant's preparation for the project(s)
 - iii. where applicable, plans to take paid employment elsewhere.
3. Report of the previous leave (if applicable)
4. Statement of scholarly and/or professional achievements since the previous sabbatical (if applicable).

1. Curriculum vitae	<input type="button" value="Choose File"/>	No file chosen
2. Leave plan	<input type="button" value="Choose File"/>	No file chosen
3. Previous leave report	<input type="button" value="Choose File"/>	No file chosen
4. Achievements	<input type="button" value="Choose File"/>	No file chosen

Additional Document No file chosen

Workflow Comments

By entering your password below, you're electronically Submitting/Approving/Disapproving the application to move forward.

Applicant's and/or Approver's Password

Submission Overview (Chairs, Deans, Leaves Committee, Provost)

The submission overview page will display all of your submissions for sabbatical leave and all the sabbatical leave applications you have access to view. The page will also display any sabbatical leave online forms that require your review.

Navigate to Submission Overview Page:

1. Go to my.brocku.ca and login with your credentials
2. Click on the “My Work” Tab
3. Click on “Brock DB - Menu” in “My Links” Channel
4. Go to *EmployeeAccess* in the Navigation Menu
5. Click on the “*SubmissionsOver*”

Submission Overview Section - Submissions by Me:

The “Submissions by Me” grid will display all of the sabbatical leave submissions inputted by you. You can click on the “view” button to view the form.

Submission Overview Section - Action Items:

The “Action Items” grid will display all of the sabbatical leave submissions that require an action by you. You can click on the “view” button to go to the form and complete the action required.

Submission Overview Section - All Submissions:

The “All Submissions” grid will display all of the sabbatical leave submissions that you can view. You can click on the “view” button to view the form.

If you need assistance please contact IT Helpdesk @ 4357.