Submitting your Request

- You must use the Leave Reporting form to request leave. Neither your supervisor nor Payroll will accept any other form of leave request. Your form must be filled out completely and accurately. Any corrections or adjustments to your request must be submitted on a new form.
- If you teach for more than 1 school at CNM, you must submit a separate leave request for each school affected by your leave.

CNM Electronic Time Entry Guide:
Leave Requests for Full-time and Part-time Faculty
Effective Fall 2009 Updated: 9/2/2009

Steps to Request Leave

- Log in to myCNM
- Confirm available leave balances
- Navigate to Leave Reporting Form
- Complete form
- Click Submit button
- Log out

What if…

- I wish to take leave across more than 1 pay period - you must submit a separate leave request for every pay period in which your leave falls. For example, if you are taking 2 weeks of leave, but the pay period changes between those 2 weeks, you must submit a separate leave request for each week. To determine if your leave will cross pay periods, consult the CNM Payroll Calendar at http://www.cnm.edu/facstaff/busoff/Payroll.php

- I wish to take more than 1 type of leave - you must submit a separate leave request for each type of leave you wish to take. For example, if you are taking a combination of personal leave and sick leave for a doctor’s appointment, you must submit one leave request for the personal leave, and a separate request for the sick leave.

- I want to reschedule my office hours for a different day/time – schedule adjustments are managed by your school’s Dean in accordance with school procedure. Do not request schedule adjustments in your leave request form.

- I don’t turn in a leave request before I take leave - The Supervisor can initiate a leave slip for an employee only if an employee is on extended leave.

- I don’t hear back from my faculty supervisor - Leave requests are not automatically approved. Your supervisor will either approve your request, deny it, or request additional information. If your request is approved, your supervisor will copy you on their authorization email to Payroll.

Making Changes to Leave

If the type of leave requested is changed after leave entered into payroll system – supervisor must follow policy outlined in the Employee Handbook.

Once an employee is on approved leave, the leave may not be converted to any other type of leave without the written approval of a vice president and/or president

Section VIII: Leave Policies 8.01. Definitions, Section B – Chargeable Leaves.
Attention: The Payroll Office will only accept an email notification directly from the responsible Supervisor. Emails from department administrative coordinators, administrative assistants, or individuals requesting the aforementioned leave change will not be processed.
Filling out your Leave Reporting Form

Full Name: Enter your first and last name
Employee Email: Enter the email address to which you want your leave confirmation sent
Employee Number: Enter your CNM ID number with no spaces or hyphens

Employee Status: Click drop-down button and select your current CNM instructor status
School: Click drop-down button and select the school from which you are requesting leave

Type of Leave: Click drop-down button and select type of leave you are requesting on this request form
Number of Leave Hours Requested: Enter number of hours being requested for the given leave type and the given pay period. Note that separate requests must be submitted for each type of leave being taken, as well as for each pay period affected
Applicable Leave Balance: Note available hours for the leave being requested, as shown in myCNM. Leave taken with insufficient hours available will be charged as Leave without Pay

Date(s)/Time(s) of Leave: Specify dates of duties to be missed while taking leave, including office hours

Number of Office Hours Covered in Leave Request: If taking leave to cover missed office hours, list the number of hours you will miss during your leave

Day(s): Specify the days you will be missing a particular class. Ex: if you are missing Monday and Wednesday of a MWF class, list MW only
Time: Specify the time of the class you will be missing.
Course Prefix: Specify the Course Prefix
Course Number: Specify the course number, not to be confused with the CRN
Section Number: Specify the section number of the class you will be missing
Substitute Required: Click the checkbox only if your class will require a substitute and you know the name of the individual who will substitute
Substitute Name: Enter the name of the individual who will substitute in your class (only necessary if you clicked the previous checkbox)

Remember, in addition to the Faculty Leave Form, you must also contact your school by phone to inform them if you will be out.