MedLeave Faculty Member Guide

MedLeave: Faculty Leave Requests Access

- Link leave.med.stanford.edu
- SUNet ID with Authentication is required for access

Faculty Populations and Leave Types Supported

- Professoriate: Sabbatical (SAB), Leave Without Salary (LWOS)
- Clinician Educators: Paid Development Leave (PDL), Leave of Absence (LOA)
- Instructors: Leave of Absence (LOA)
- Clinical Scholars: Leave of Absence (LOA)

Faculty Dashboard

• Landing page for application

Stanford MedLeave MEDICINE / Pacify Leave Requests	Click this button to start a new Leave Request	Click this button to check your Leave Accrual
Leave Requests	START REQUEST	
Req ID Faculty Name Department Division Type ↓ Leave Start Leave End Statu:	Request Status Links	Filters
No Actions Found	Click this button to see leave actions waiting your review, only for faculty with approve role	View Leave Requests For Review View My Leave Requests
	role	< > Request Id
		Click this button to see just your leave actions

Check Accrual

- For Sabbatical and Professional Development Leave only
- Enter Year and Month to see Accrual
- Provide SAB or PDL leave start, end dates and percent on duty
- Application provides beginning balance, leave taken and ending balance

Start Request

- Enter Required information
- SAVE FOR LATER available at all times

CANCEL	SAVE FOR LATER	SUBMIT
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• SUBMIT available when all Required information is entered

CANCEL SAVE FOR LATER SUBMIT

• SUBMIT Sends email to Admins for your organization with Request to Complete leave form

MedLeave Faculty Member Guide

Faculty Approves Request

- Admin Completes leave request and Submits for Faculty Approval
- You will receive an email with leave information and a link to Approve the request

Stanford MEDICINI	MedLeave Poculty Leave Requests
The following leave request	is initiated on your behalf and pending your review. Your action is required.
Requested for:	Dr. ":
Faculty Appointment:	Medicine 100%
Faculty Rank:	Professor
Leave Type:	Sabbatical
Leave Start Date:	2024-10-01
Leave End Date:	2025-01-01
Return to Work Date:	2025-01-02
Percentage On Duty:	0%
Percentage On Leave:	100%
	equest Status: Faculty Review)
Leave Request Contact: Pat	rice P, Parsons
To review the leave request approval/785.	in MedLeave, please visit <u>https://leave-dev.med.stanford.edu/faculty-</u>
If you have any questions a administrator at <u>pparsons@</u>	bout why you are being sent this email, please contact your department <u>Ostanfordhealthcare.org</u>

- Click on the link to review the link request
- **OR** from the Dashboard click in the 'Faculty Approve Leave' icon

Stanford M MEDICINE	Lony Leave Requests						k this icon to prove your lea		
ave requests						0	START REQUES	CHECK AC	CRUAL
Req ID · Faculty Name	Department	Division	Type Leave Sta	art Leave End	Status	Request Status	Links		
IS (0)	Medicine		SAB 2024/10/01	2025/01/01	In Progress	Faculty Review (0 days)			Q

- Review the leave request information displayed on the Leave Request Approval Form
 - ✓ Select Yes, Please Proceed to approve and advance your request into the approval process
 - ✓ Select Return to Leave Admin to return your request to the Admin for changes

Click below to approv			
Yes, please proce	ed		
Return to Leave A	dmin with Comment	ts	
Comment History			
Comment (Optional)		
		CANCE	L SUBMIT

✓ Email notification will be sent role based on your selection

Check Request Status

- The Dashboard contains the **Request Status** that shows the review level your request is at
- Click on an icon in the Links area to view forms, approvals and documents related to your leave request

Туре	Leave Start	Leave End	Status	Request Status	Links	
SAB	2024/10/01	2025/01/01	In Progress	Faculty Review (0 days)	• • • •	\oslash
SAB	2024/02/17	2024/02/19	Approved	Approved	$ \bigcirc \blacksquare \boxdot \bigcirc \blacksquare \blacksquare 0 \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare$	\oslash
SAB	2023/03/03	2023/03/03	In Progress	Faculty Review (11 days)	\$	\oslash
SAB	2023/02/21	2023/02/22	In Progress	DFA Review (11 days)		\oslash
LWOS	2023/03/29	2023/03/31	Returned	Admin Draft		\oslash
SAB	2023/07/20	2023/07/21	Approved	Approved		\oslash

Request is Dispositioned

• You will receive email notification when your leave request is completely dispositioned.

fter considering the policy equest has been Approved	r, and with the advice of other reviewing groups, OAA confirms that this leave I.
Requested for:	Dr. ?'
aculty Appointment:	Psychiatry and Behavioral Sciences 100%
aculty Rank:	Instructor
.eave Type:	Leave of Absence
eave Start Date:	2023-02-16
eave End Date:	2023-02-16
Return to Work Date:	2023-02-17
Percentage On Duty:	89%
Percentage On Leave:	11%
Ref. Leave Request # 614 (R eave Request Contact: Alli	
o review the leave request eview/614.	in MedLeave, please visit <u>https://leave-dev.med.stanford.edu/leave-request-</u>

Question and Comments

• Contact OAA Onboarding Staff at som-leaves@stanford.edu