

MedLeave Faculty Member Guide

MedLeave: Faculty Leave Requests Access

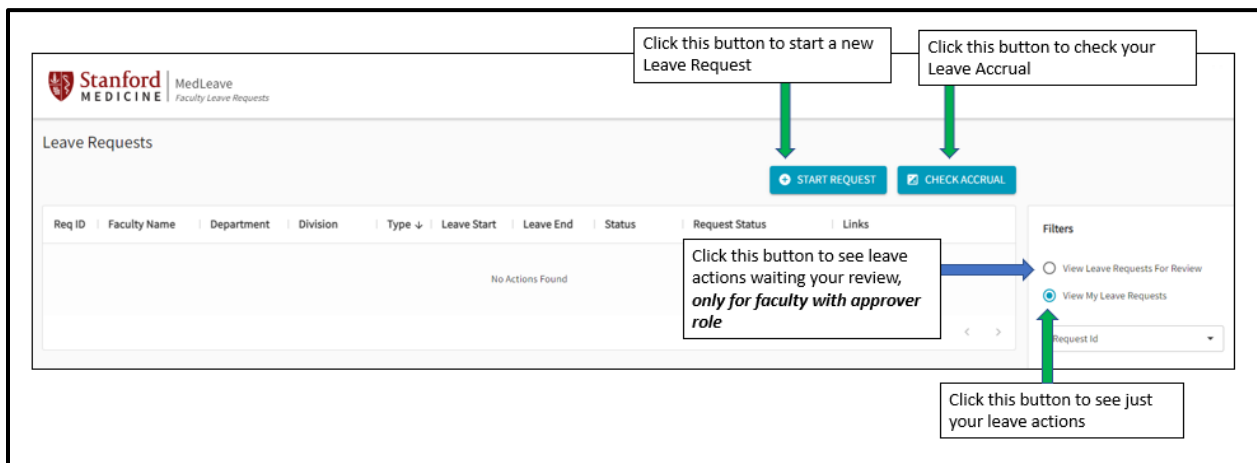
- Link leave.med.stanford.edu
- SUNet ID with Authentication is required for access

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



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



- SUBMIT available when all Required information is entered

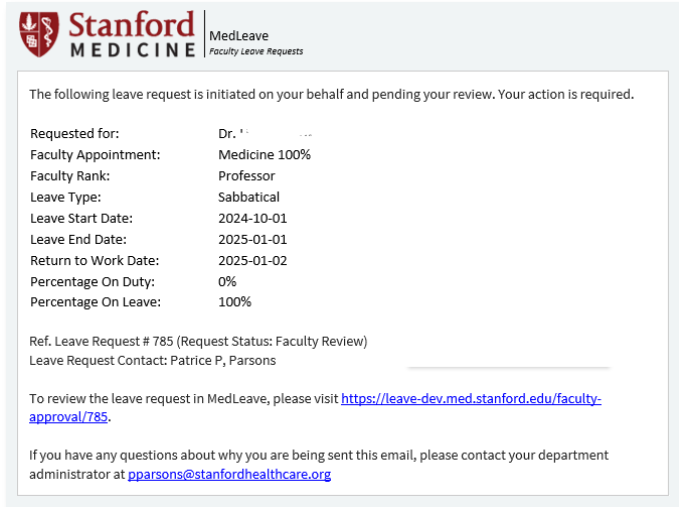


- SUBMIT Sends email to Admins for your organization with Request to Complete leave form

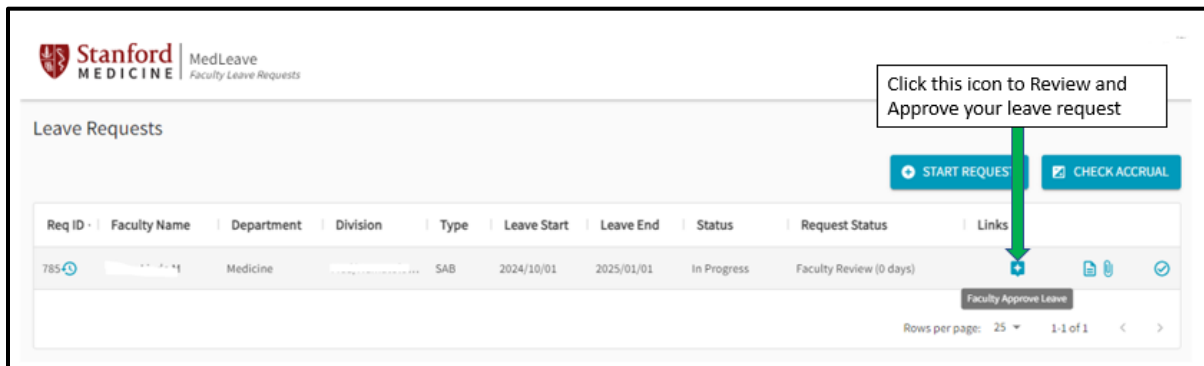
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Faculty Approves Request

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



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



- 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 approve on faculty leave: *

Yes, please proceed

Return to Leave Admin with Comments

Comment History

Comment (Optional)

CANCEL SUBMIT

- ✓ Email notification will be sent role based on your selection

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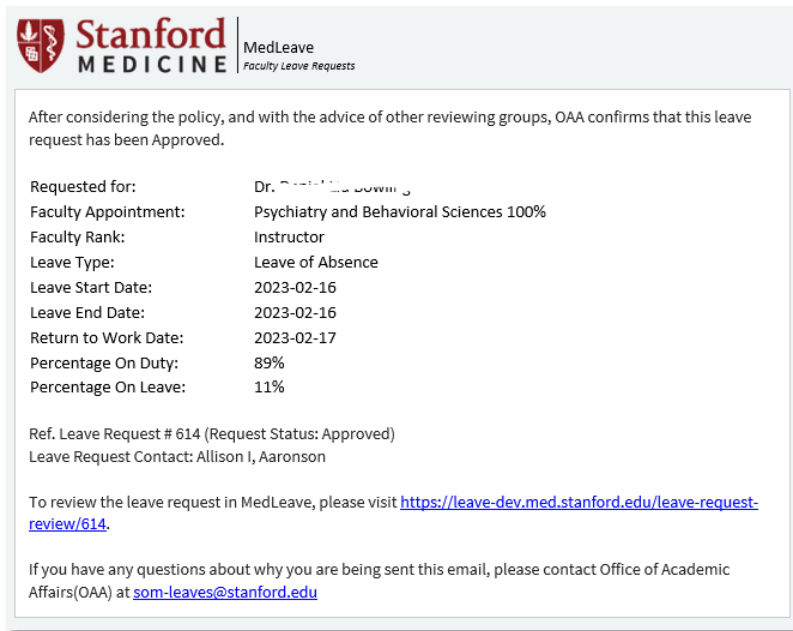
Check Request Status

- 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

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

Request is Dispositioned

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



Question and Comments

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