# **Sabbatical Leave Application** **Instructions for Reviewers**

Faculty should submit their Sabbatical Leave Applications using the new online form. All reviewers should also provide approvals, comments, and feedback to the faculty via the online form.

## Accessing the Form for Review

You will receive an email notification when an application is ready for your review. Instructions and a link to access the form are included in the email. To access the form:

1. First, open and sign into [My Palomar](https://my.palomar.edu/psp/palc9prd/?cmd=login).
2. Click the link in the form to access the application.

Note: if you have an alphabetical user ID (e.g., JDOE), log in using that ID. Otherwise, try your faculty ID. If you have trouble accessing the form after login, please contact the Instruction Office.

You can also access requests that are ready for your review through your worklist.

1. In My Palomar, navigate to:

2. Then click the blue link to access the form. Items will fall off your worklist when you act on them (i.e., if you approve or recycle them).

## Form Actions

Each approver has the option to take any of the following action buttons.



* **Search**: will take you out of the form and back to the search screen. Use this button if you would like to review a different form in your queue.
* **Deny**: will stop the review process. The faculty applying for leave will receive a notification that their request was not approved.
	+ Note: This button is not available for the Chair or Dean. Instead, the chair and dean should indicate their support in the earlier portions of the form, which are available to them during the review process.
* **Recycle**: will send the application back to the faculty applying for leave for revisions. The faculty applying for leave will receive an email with a link to update the form. If you recycle a form, please provide information on the requested changes in the text box provided.
* **Hold**: will place the request on hold. This is not needed in most circumstances as the form will stay in pending status until you take action.
* **Print**: will generate a printable PDF of the application.
* **Approve**: will route the request to the next approver. The next approver will receive an email with a link to review the form.
	+ For the Chair, Dean, and Preparatory approval steps in the Sabbatical Leave Application, clicking Approve does not indicate that you approve the leave. Instead, you will indicate your support within the form. Clicking Approve just indicates that you agree that the form is ready to send to the next approver.
	+ For al other approvers, clicking Approve indicates that you approve the leave request.