

# Confirming your Faculty Leave of Absence in MySlice

"Approving" your leave of absence in MySlice confirms the terms of the leave, indicating that your plans have not changed since you received confirmation from Faculty Affairs that your leave was granted. For this reason, [please do not "approve"](#) your leave of absence until 30 days prior to the start date for your leave. For example, if you have been approved for a leave of absence that will begin August 24, please do not approve your leave until after July 25.

When you approve your leave of absence in MySlice, please follow the steps associated with your specific kind of leave:

[Step-by-step guide: Parental Leave of Absence](#)

[Step-by-step guide: Administrative Leave of Absence](#)

[Step-by-step guide: Research Leave of Absence](#)



Screenshots of some of these steps are here: [Approve and Monitor a Faculty Leave Request](#).