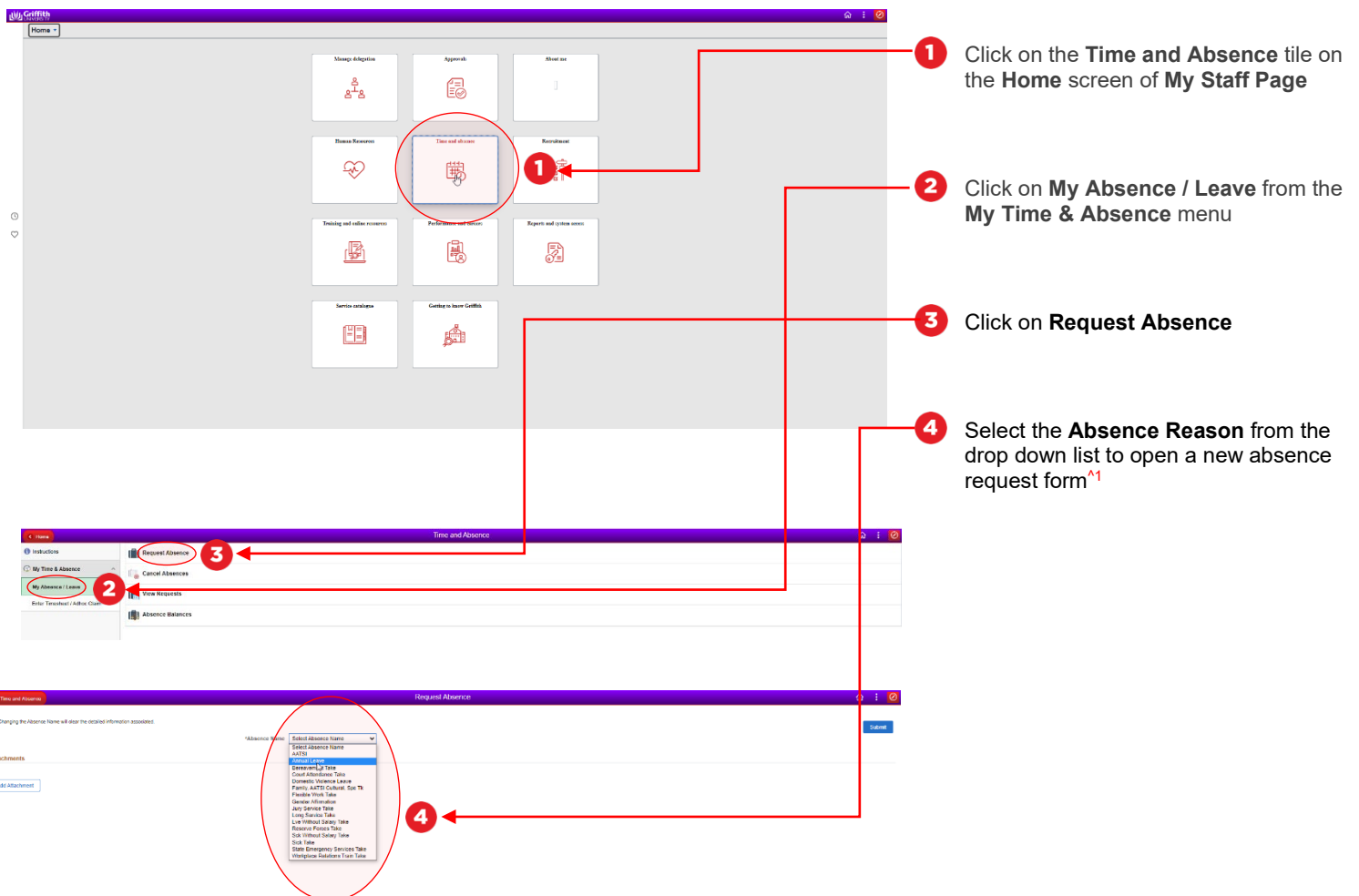# How to…
Submit a Leave Request

Introduction

This how to guide explains how to submit a leave request online.

Step 1: Open the Request Absence form

• Navigate to *My Staff Page* on the *Staff Portal* to begin the process.

1 Click on the **Time and Absence** tile on the **Home** screen of **My Staff Page**

2 Click on **My Absence / Leave** from the **My Time & Absence** menu

3 Click on **Request Absence**

4 Select the **Absence Reason** from the drop down list to open a new absence request form[1]

Step 1: Tips

1. Some common absence reasons include **Annual Leave** (also known as rec leave), **Sick Take** (also known as sick leave) and **Long Service Take** (also known as long service leave or LSL)

Step 2: Enter leave details and submit for approval

- Enter in the details of the leave that you are submitting

1 Enter the **Start Date** and **End Date** for your leave request. The **Duration** will be automatically calculated, taking into account your work schedule and any public holidays (including ex-gratia days) that fall within the leave period

2 If your leave includes any partial days, click on **Partial Days** to enter the details

3 Select which days will be **Partial Days** from the drop down box, and select the **Duration** that will be taken as leave on those partial days

4 Click **Done** when you have finished entering partial days details. The **Duration** will automatically recalculate with any information you have entered

5 Click on **Check Eligibility** to check you have sufficient balance for the duration requested (please note, unprocessed absence requests are not deducted from your leave balance)

6 Click **OK** on the pop-up notification

7 Enter any comments about the leave request in the **Comments** box

8 Add any relevant attachments (such as a medical certificate) by clicking the **Add Attachment** button

9 Once you have entered the full details of the leave request, click on **Submit**

10 Click **Yes** on the pop-up to submit the request, or click **No** to return to the form to make any necessary changes.

11 Once submitted, you can check on the approval status at any time by clicking **Approval Chain**

Step 2: Notes

You will receive an email notification once your leave request has been fully approved/denied.

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