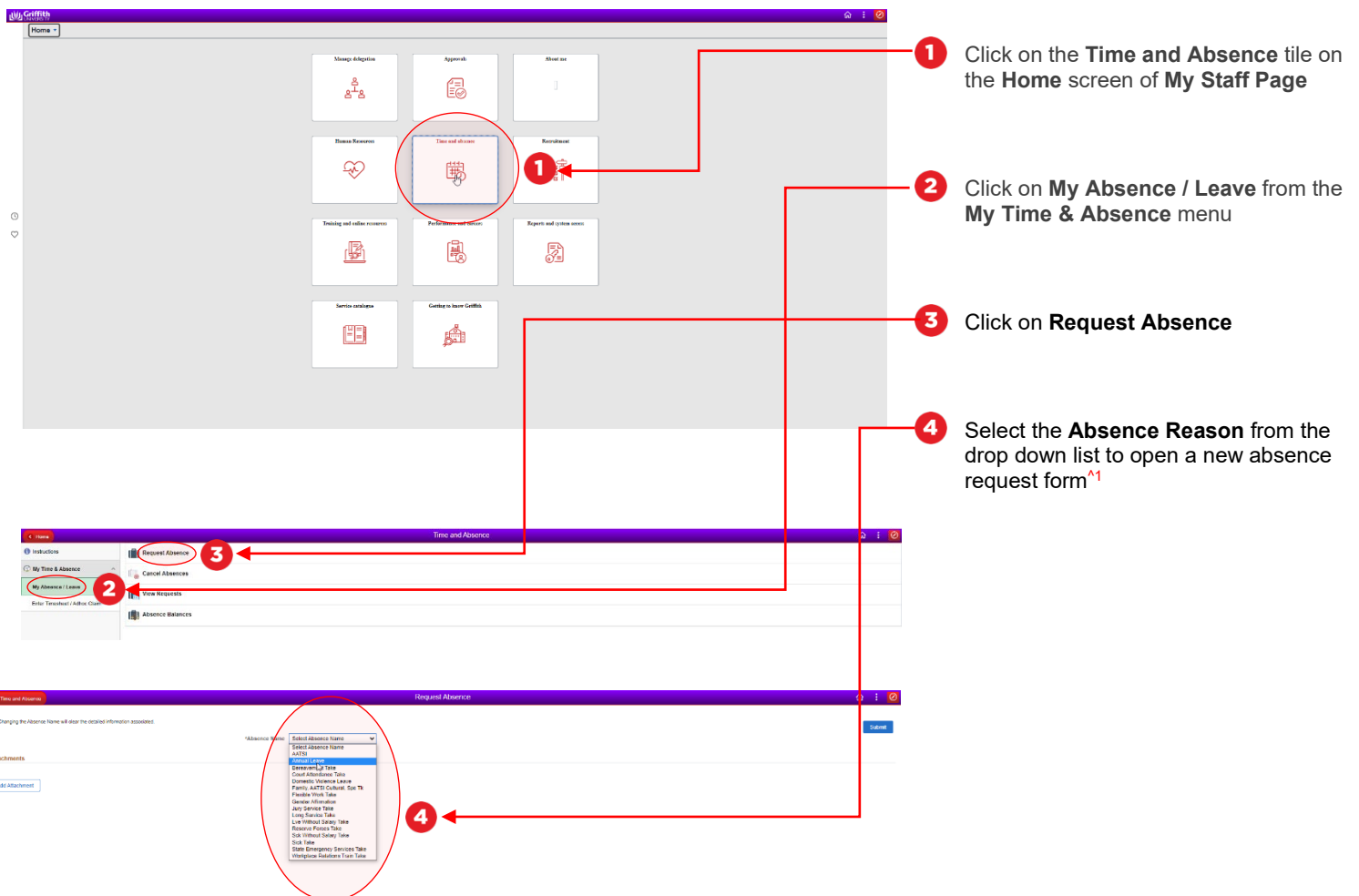


Introduction

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 form¹

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

The screenshots show the following steps:

- Step 1:** Entering the Start Date (23/06/2023) and End Date (29/06/2023) in the 'Absence Name' section. The Duration is automatically calculated as 7.25 hours.
- Step 2:** Selecting 'Partial Days' from the 'Partial Days' dropdown menu.
- Step 3:** A 'Partial Days' pop-up window where the user enters the start date (13/06/2023) and duration (3 hours).
- Step 4:** Clicking the 'Done' button on the 'Partial Days' pop-up.
- Step 5:** Clicking the 'Check Eligibility' button.
- Step 6:** A pop-up notification stating 'This application is eligible for the time requested however this application may use more accounts. Please refer to Absence Balances page for current balance.' The user clicks 'OK'.
- Step 7:** Entering a comment in the 'Comments' field.
- Step 8:** Clicking the 'Add Attachment' button.
- Step 9:** A pop-up notification asking 'Are you sure you wish to Submit this absence request?'. The user clicks 'Yes'.
- Step 10:** The 'Submit' button is highlighted.
- Step 11:** The final 'Request Absence' page showing the submitted details and a 'Request History' section.

- 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.