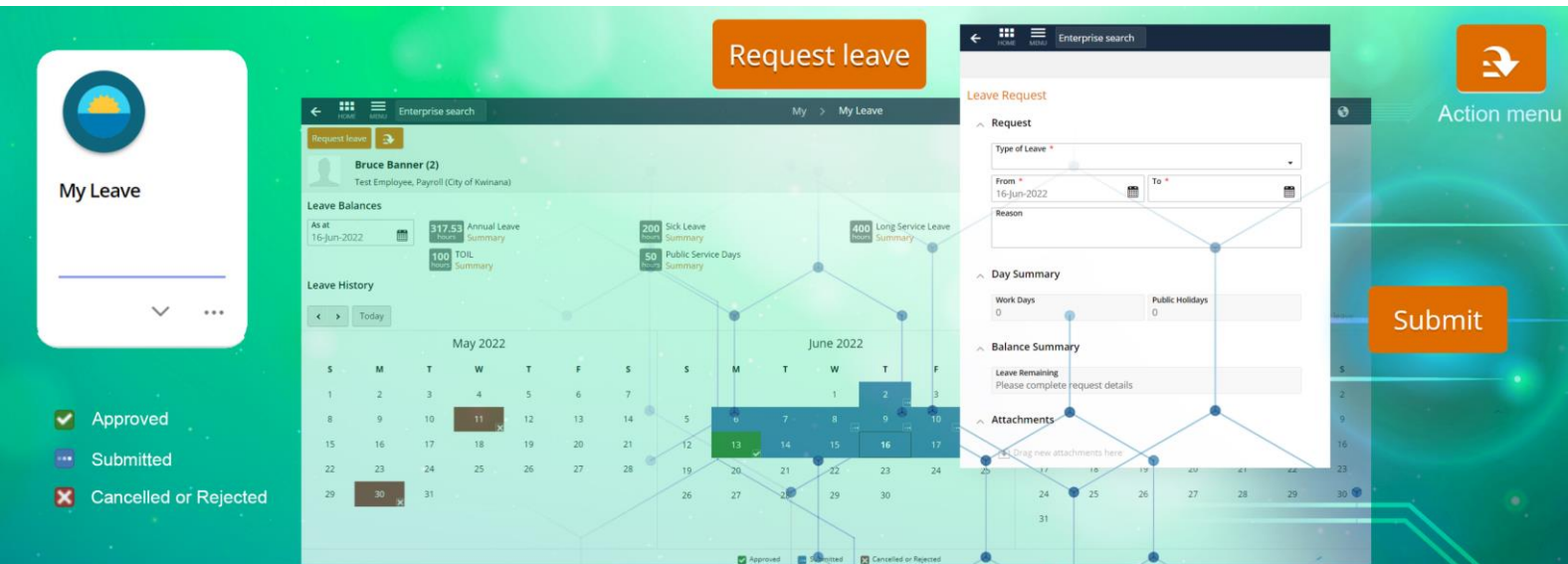


HRP My Leave Cheat Sheet



Launch My Leave

1. Select the **My Leave** tile or:
2. Use **Enterprise Search**.
 - Search for **My Leave** and launch.
 - The **My > My Leave** screen displays.

Leave Balances

1. Depending on your employment contract, there are leave balances displayed for:
 - Annual Leave
 - Sick Leave
 - Long Service Leave
 - Rostered Day Off
 - Time Off In Lieu (TOIL)
 - Public Service Days
 - And more...
2. Other leave requests will not have a balance such as:
 - Public holiday
 - Bereavement
 - Leave without pay

Note: All other leave type balances can be seen when creating a leave request.

Leave History

1. Use the navigation arrows to scroll through the calendar
2. Leave is blocked out on your calendar:
 - Blue: Submitted
 - Red: Rejected
 - Green: Approved

Note: Click onto the blocked leave on the calendar to edit or cancel the leave.

Request Leave

Hint: The Action menu has some common pre-filled leave requests for faster submission:

- I was sick yesterday
- I am sick today
- I need a holiday

Overview

1. Select **Request Leave** button.
2. The Leave Request screen displays.
3. Fill out all mandatory fields, indicated with a red asterisk *
 - **Type of Leave** – a drop-down list
 - **From** and **To** date(s)
4. Select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
5. Once Type of Leave is set, the relative balance is shown in Balance Summary > **Hours Remaining**
6. Once the dates are set, **Day Summary** shows how many work days and public holidays are being taken.
7. Drag and drop **attachments**, especially for sick leave.
8. Click **Submit** to send to your supervisor.

I was sick yesterday, I am sick today

1. Select the **Action menu**
2. Select either:
 - **I was sick yesterday**
 - **I am sick today**
3. The Leave Request screen displays.

Continued next page...

HRP My Leave

Cheat Sheet

4. Set the **dates**
5. Ensure there is an adequate leave balance, check Balance Summary > **Hours Remaining**
6. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
7. If required, drag and drop a medical certificate into Attachments. You will be prompted:
 - **Attachment Type:** select either Medical Certificate or Leave Support Document
 - **Notes:** This is optional.
8. Ensure the document has successfully uploaded by checking that it is listed under Attachments.

Note: Any personal leave of over 3 consecutive days will require a medical certificate or statutory declaration.

Attachments must either be .doc, .pdf, .jpg with the following file name convention:
Medical Certificate - [Name] - [Date]

9. If certificate is not required, change the type of leave to Sick Leave (without certificate).
10. Click **Submit** to send to your supervisor.

Sick Leave

1. Select **Leave Request** button.
2. The Leave Request screen displays.
3. In **Type of Leave** drop-down, select either:
 - Personal Leave (with certificate)
 - Personal Leave (without certificate)
4. Set the **dates**.
5. Ensure there is an adequate leave balance, check Balance Summary > **Hours Remaining**
6. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
7. If required: drag and drop a medical certificate into Attachments, you will be prompted:
 - **Attachment Type:** select either Medical Certificate or Leave Support Document
 - **Notes:** This is optional.
8. Ensure the document has successfully uploaded by checking that it is listed under Attachments.
9. Click **Submit** to send to your supervisor.

Annual, Long Service Leave

1. Select **Leave Request** button.
2. The Leave Request screen displays.
3. In **Type of Leave** drop-down, select either:
 - Annual Leave
 - Long Service Leave

Hint: Alternatively, you can select the Action Menu and then 'I need a holiday' – this for annual leave only.

4. Set the **dates**.
5. Ensure there is an adequate leave balance, check Balance Summary > **Hours Remaining**
6. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
7. Click **Submit** to send to your supervisor.

Time Off in Lieu, RDO

1. Select **Leave Request** button.
2. The Leave Request screen displays.
3. In **Type of Leave** drop-down, select either:
 - TOIL taken
 - RDO Taken
4. Set the **dates**.
5. Ensure there is an adequate leave balance, check Balance Summary > **Hours Remaining**

Note: TOIL is accumulated by booking activities in your timesheet as 'TOIL Banked'.

IMPORTANT: For some arrangements, RDO may be set up to be taken without a leave request, check with your supervisor.

6. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
7. Click **Submit** to send to your supervisor.

Public Holiday, Leave without Pay

1. Select **Leave Request** button.
2. The Leave Request screen displays.
3. In **Type of Leave** drop-down, select:
 - Public Holiday
 - Leave without Pay, or
 - Other types without pay
4. Set the **dates**
5. The Balance Summary > **Hours Remaining** will show zero hours
6. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
7. Click **Submit** to send to your supervisor.