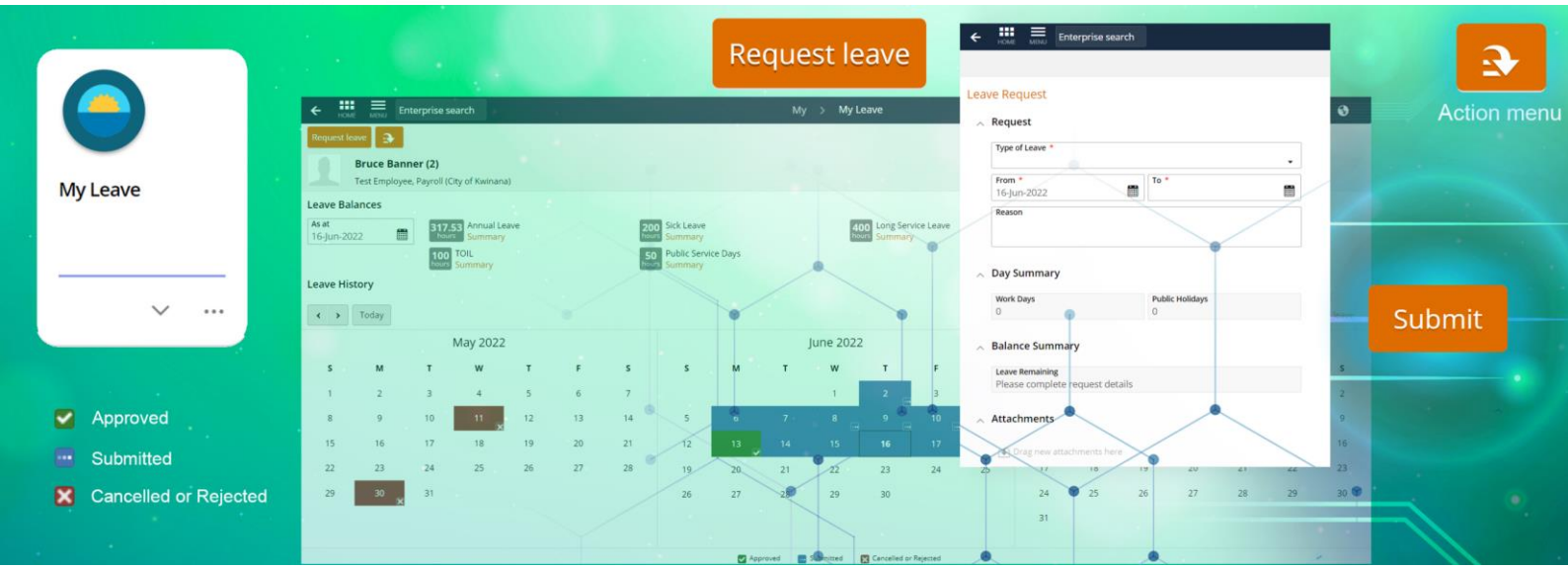
Need help? Ask for your friendly Change Champion

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.

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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.