

Employee Online – Viewing your Annual Leave Entitlement



Select Annual Leave from the menu on the left of the screen.

You can view your annual leave entitlement for the year and what is remaining by selecting the left and right arrows.

The screenshot shows the 'Annual Leave' section of an employee portal. On the left is a navigation menu with 'View Roster', 'Annual Leave', and 'Request a Duty'. The main content area is divided into several sections:

- Entitlement Periods:** A box containing a date range '01 Apr 15 - 31 Mar 16' and a table with columns 'Coverage', 'Period', 'Entitlement', and 'Remaining'. The table shows an 'Entitlement Balance' of 119 hrs and 'Remaining' of 35 hrs for the period '1 Sep 2015 - 31 Mar 2016'.
- Episodes (2):** A table with columns 'Status', 'Period', 'Duration', 'Times', 'Notes', and 'Delete'. It lists two episodes: one 'Approved' (green checkmark) and one 'Cancelled' (red X).
- + Annual Leave Calendar:** A button to view the calendar.
- Request Leave:** A section for requesting leave, showing an 'Entitlement Balance' table with fields: Entitlement (119 hrs), Remaining (35 hrs), Taken (0 hrs), Planned (56 hrs), and Requested (28 hrs).

Icons show your annual leave status:
Approved
Cancelled
Requested

The Annual Leave Calendar shows you your colleagues' requested or approved leave. Select a week to view details.

It is advisable that you check the Annual Leave Calendar before requesting annual leave. You are unlikely to have your request approved if the amount of your colleagues' booked or requested leave is already high.

Request annual leave by entering information here.

See the Requesting Annual Leave guide for more information.