

Employee Online – Requesting Annual Leave



Step 1 Select Annual Leave from the menu on the left of the screen.

Step 2 Select whether the period of leave is for a partial day or full day(s).

Request Leave

AYC (CAS)

Entitlement: 135 hrs
Remaining: 3 hrs
Taken : 132 hrs
Planned : 0 hrs
Requested : 0 hrs

Entitlement Taken Per Quarter

Quarterly Thresholds	Lower Entitlement Threshold: 15%	Upper Entitlement Threshold: 35%		
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
0%	18%	62%	18%	98%

Request Leave Form

Full day(s) Partial day

From:

Number of days:

End date:

Step 3a Full day(s) annual leave

- Enter the start date of the annual leave in the From field.
- Enter the duration of the annual leave in the Number of days field.
- Select Set. This confirms the end date of the annual leave request.

Request Leave

AYC (CAS)

Entitlement: Remaining: Taken : Planned : Requested :

Request Leave Form

Full day(s) Partial day

From:

Number of days:

Step 3b Partial day annual leave

- Enter the start date of the annual leave in the From field.
- Enter the Partial Day: Start Time.
- Enter the duration in HH:MM format.
- Select Set. This confirms the end time of the annual leave request.

Request Leave

Full day(s) Partial day

From:

Partial Day: Start Time:

Hrs/Min (HH:MM):

End Time:

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Step 4 If required, enter any notes in the Notes field.

Step 5 Select Submit Leave Request. If the annual leave request breaks a rule, a warning message is displayed.

Step 6 The request now moves to your requested annual leave to be confirmed by your Line Manager.

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Request Leave Form

Full day(s) Partial day

From

Number of days

End date

Notes