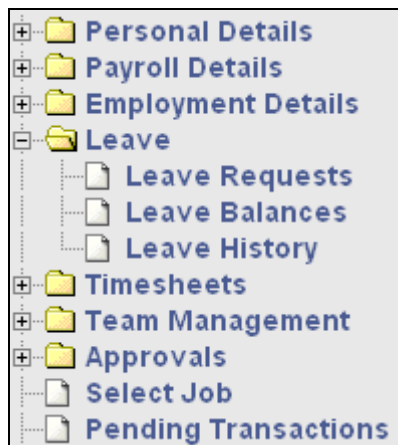


Overview

The Leave folder provides access to view and make leave bookings, view leave balances and view your leave history.

To access your leave information login to StaffOnline and open the Leave folder.



Notes

- Future Leave requests can be submitted even if you don't currently have enough leave accrued to cover the request. The system will calculate the entitlements as at the end of the period you have requested and process the application accordingly.
- To assist you in making future leave requests use the **Leave Balances** screen which will allow you to calculate future leave balances.
- Leave balances as displayed in the Leave Requests page are calculated by the system nightly. Submitting a leave application will not affect your leave balance until:
 1. It is approved,
 2. and the nightly balance update process runs.
- Part Day Leave **MUST** be booked in decimal time – PMD takes no responsibility for errors made by users booking incorrect times.
- Part Day Leave bookings will be monitored and audited regularly to ensure bookings are being made correctly. Where necessary PMD will make adjustments to bookings where the time has been over or under booked.
- Leave submissions are automatically forwarded up the Alesco position hierarchy for approval. That is, your manager will receive an email indicating they have a leave submission to process.
- When your application is actioned (approved/rejected), you will receive an email from the system advising you that an action has occurred.

Leave Requests

From this screen you have the option to make a whole day leave booking or a Part Day Leave booking by clicking on either of the two links provided. You can also view your current leave balances view any pending requests and any approved future leave bookings.

To view the Leave Requests screen, click on Leave from the main menu to open the folder and then click on Leave Requests.

The Leave Requests screen is broken into 3 main areas.

1. The top of the screen displays pending leave requests - that is leave requests that have not yet been actioned.
2. Under the Leave Balances heading you will see your current leave balances.
3. Future Leave Bookings show all leave that is for future dates.

Leave Request

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %
IL_ARL - Annual Rec Leave	23-APR-2007	27-APR-2007	4.00	Days		

Record 1 of 1

[Whole Day Leave Booking](#) | [Part Day Leave Booking](#)

Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	26-MAR-2007	17-APR-2007	7.137	7.137	Days
Long Service Leave	26-MAR-2007	17-MAR-2008	0	27.247	Calendar days
Paid Sick Leave	26-MAR-2007	17-MAR-2008	20.773	20.773	Days
Sick leave half pay	26-MAR-2007	17-MAR-2008	30	30	Days

Records 1 to 4 of 4

Future Leave Bookings

Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
05-NOV-2007	07-NOV-2007	ARL - Annual Rec Leave	3.00	Days				85563	Melbourne Cup	

Record 1 of 1

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This screen is essentially a view screen only. Pending leave bookings can be deleted from the Pending Transactions page. Leave balances can be checked from the Leave Balances page.

To delete or change a future leave booking you must complete a paper leave form with the amended box checked. This must go through the normal approval process for paper forms.

To book leave please view the 'How to Book Leave' help documentation.

NOTE

Part-Time employees need to view the **Fractional Leave Calculator** help documentation as the standard Leave Balances view in StaffOnline only shows the Full-Time Equivalent (FTE) leave balance.

Leave Balances


- To look up your leave balances, select **Leave Balances** from the Leave Folder. This screen displays your leave balances as of today.

Actual Balance: The amount of leave you have available to take.

Pro-rata Balance: This leave is not available to take until you have accrued a certain amount, at which point the leave will show in the Actual Balance field (only used for Long Service Leave).

[Fractional Leave Calculator](#) [Help - Fractional Leave Calculator](#)

Leave Balances

Enquiry Date 


Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	25-MAR-2007	17-APR-2007	7.137	7.137	Days
Long Service Leave	25-MAR-2007	17-MAR-2008	0	27.222	Calendar days
Paid Sick Leave	25-MAR-2007	17-MAR-2008	20.773	20.773	Days
Sick leave half pay	25-MAR-2007	17-MAR-2008	30	30	Days

Records 1 to 4 of 4

- If you wish to view your leave balances as at a future date, click on the calendar icon to open the calendar and select a date or type the date into the field.

[Fractional Leave Calculator](#) [Help - Fractional Leave Calculator](#)


Leave Balances

Enquiry Date 

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec L	2007		7.137	7.137	Days
Long Service	2008		0	27.222	Calendar days
Paid Sick Lea	2008		20.773	20.773	Days
Sick leave hal	2008		30	30	Days

Records 1 to 4 of 4


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November 2007

 Today : 26 March 2007

3. Click on **Calculate Balances** to view your leave at the selected date.

[Fractional Leave Calculator](#) [Help - Fractional Leave Calculator](#)

Leave Balances

Enquiry Date 

Balances at enquiry date 21-NOV-2007

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	21-NOV-2007	17-DEC-2007	27.137	27.137	Days
Long Service Leave	21-NOV-2007	17-MAR-2008	0	33.164	Calendar days
Paid Sick Leave	21-NOV-2007	17-MAR-2008	20.773	20.773	Days
Sick leave half pay	21-NOV-2007	17-MAR-2008	30	30	Days

Records 1 to 4 of 4

Leave History

The Leave History screen allows you to view past leave bookings by date or leave type (or both).

1. Select Leave History from the Leave folder. A selection screen will be displayed.



Leave History

Enter query criteria

Start Date 14-JUN-2007 to 27-JUN-2007

Leave Code [dropdown]

Description [text box]

2. To view leave all leave bookings by **DATE** restriction only, enter start and end dates for your query by either using the drop down calendars or type in the dates. To view all bookings leave the date fields blank. Click **Find**.



Leave History

Enter query criteria

Start Date 14-Jun-2006 to 27-Jun-2007

Leave Code [text box]

Description [text box]

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October 2007						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today : 16 July 2007

NOTE: Dates MUST be entered in the following format: dd-MMM-yyyy.

You will see your leave in date order with the future or most recent leave at the top. This screen will display 10 rows of leave, to view the next page click on the Next button.

Leave History



Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
05-NOV-2007	07-NOV-2007	ARL - Annual Rec Leave	3.00	Days	N	N		93243		
01-OCT-2007	07-OCT-2007	ARL - Annual Rec Leave	5.00	Days				93654		
16-JUL-2007	17-JUL-2007	ARL - Annual Rec Leave	2.00	Days				93674		
04-JUL-2007	10-JUL-2007	ARL - Annual Rec Leave	5.00	Days	N	N		93242		
15-MAY-2007	15-MAY-2007	SLFP - Paid Sick Leave	3.35	Hours	Y			93657		
23-APR-2007	23-APR-2007	ARL - Annual Rec Leave	4.35	Hours				91866	Have an appointment	
22-MAR-2007	22-MAR-2007	ARL - Annual Rec Leave	4.35	Hours				90925	Dentist app and car to be looked at	
19-FEB-2007	20-FEB-2007	SLFP - Paid Sick Leave	2.00	Days	Y			90161		
21-DEC-2006	05-JAN-2007	ARL - Annual Rec Leave	9.00	Days				78879		
05-DEC-2006	20-DEC-2006	ARL - Annual Rec Leave	12.00	Days				85317		


Records 1 to 10 of 18

- To view all leave booking by **LEAVE CODE** only, clear the date fields and click on the drop down button next to the Leave Code field. Select the Leave Code for the bookings you wish to view and click **Find**.

Leave History

Enter query criteria

Start Date  to 

Leave Code 

Description

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410 (revision 1.17)

Annual Rec Leave

Annual Rec Leave for Academics

Family Leave

Jury Service

Leave Without Pay

Long Serv Lv Other

Long Service Leave

Maternity leave (mandatory period)

NTRC Rec leave (All Awards)

Paid Sick Leave

Sick Leave Without Pay

Sick leave half pay

Sick leave without pay

You will see your leave in date order with the future or most recent leave at the top. This screen will display 10 rows of leave, to view the next page click on the Next button.

Leave History										
Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
20-DEC-2007	04-JAN-2008	ARL - Annual Rec Leave	9.00	Days				93049	Christmas shut down leave	
17-DEC-2007	19-DEC-2007	ARL - Annual Rec Leave	3.00	Days				93051	Flying to Perth for christmas	
05-NOV-2007	07-NOV-2007	ARL - Annual Rec Leave	3.00	Days	N	N		93243		
01-OCT-2007	07-OCT-2007	ARL - Annual Rec Leave	5.00	Days				93654		
16-JUL-2007	17-JUL-2007	ARL - Annual Rec Leave	2.00	Days				93674		
04-JUL-2007	10-JUL-2007	ARL - Annual Rec Leave	5.00	Days	N	N		93242		
23-APR-2007	23-APR-2007	ARL - Annual Rec Leave	4.35	Hours				91866	Have an appointment	
22-MAR-2007	22-MAR-2007	ARL - Annual Rec Leave	4.35	Hours				90925		
21-DEC-2006	05-JAN-2007	ARL - Annual Rec Leave	9.00	Days				78879		
05-DEC-2006	20-DEC-2006	ARL - Annual Rec Leave	12.00	Days				85317		

Records 1 to 10 of 33

- You can use the date and Leave Code fields in what ever combination suits your requirements for the current query. Only Approved leave bookings are visible. Bookings awaiting actioning, (visible through Pending Transactions or in Leave Requests as Pending), are not visible in the Leave History screens.