

# HOW DO I REQUEST ANNUAL LEAVE?



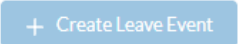
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Timesheets

Leave

More ▾

**For this Christmas/New Year period, 'creating a leave event' is not required. Enter your leave days on the timesheet/s – refer separate instructions.**

- Before submitting an annual leave request, please speak with your host, to ask permission. They will appreciate your courtesy.
- To request annual leave, select the Leave tab at the top of the portal.
- Tap on 
- Tap on drop down arrow at the right of 'Select Leave Type' field and choose

A screenshot of the "Create Leave Event" form. The title "Create Leave Event" is at the top. Below it is a field labeled "Select Leave Type" with a dropdown arrow on the right side, which is highlighted with an orange box.

Annual Leave

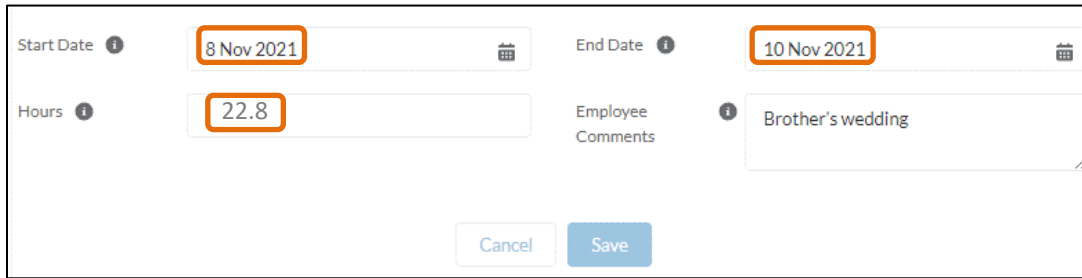
Annual Leave Balance: 60.643194

Your annual leave balance will display, indicating the number of hours available.

Divide by 7.6 to work out how many days this equates to, eg. 60.64 hours = 7.97 days.

**Please note: some balances were showing incorrectly – *this has been rectified***

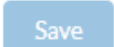
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The screenshot shows a form for requesting annual leave. It includes the following fields and values:

- Start Date:** 8 Nov 2021
- End Date:** 10 Nov 2021
- Hours:** 22.8
- Employee Comments:** Brother's wedding

At the bottom of the form, there are two buttons: "Cancel" and "Save".

- Use the calendars to select a **start date** and **end date**.
- This scenario shows the apprentice requesting **3 days** annual leave for Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup> and Wednesday 10<sup>th</sup> (returning to work on Thursday 11<sup>th</sup>).
- In the **Hours** field, enter the total leave hours.  
To calculate, multiply the number of leave days requested by 7.6 hours, eg 3 days x 7.6 hours = **22.8 hours**
- Add comments in Employee Comments field, if necessary.
- Tap 

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Start Date ⓘ 08/11/2021 End Date ⓘ 10/11/2021  
Hours ⓘ 22.800000 Employee Comments ⓘ Brother's wedding  
Delete Leave Event Submit Edit

Double check the details are correct. If **not**, select Edit and make corrections. Save again.

Once OK, tap [Submit](#) . The request will now be sent via the portal to your host for approval.

- Choose [‘Go back’](#), to return to the main leave screen.
- The leave request will display on the [Current screen](#), with ‘approval status’ as New.
- Once your host has approved, the leave record will move to the **Approved** section.

[Current](#) Rejected Submitted [Approved](#) History Balances Leave Forecast

[+ Create Leave Event](#)

**Current Leave**

Leave	Record Type	Leave Type	Assignment	Start Date	End Date	Hours	Approval Stat...	Processing St...
1 PLE-0000007719	Leave Take	Annual Leave	Electrical...	8 Nov 2021	10 Nov 2021	22.8	New	New <a href="#">View</a>

# COMPLETING THE TIMESHEET

- In this scenario, the apprentice requested **3 days** annual leave for Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup> and Wednesday 10<sup>th</sup> **and returned to work on Thursday 11th**.
- Therefore, **a timesheet needs completing** for the remainder of that working week, **so the apprentice is paid correctly**.

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Thu	11 Nov 2021	select- ▼	06:00 ⌚	16:30 ⌚	30	0	Workshop	10	+ ▼ 🗑
Fri	12 Nov 2021	select- ▼	07:00 ⌚	15:00 ⌚	30	0	Workshop	7.5	+ ▼ 🗑

- The system has noted the annual leave request for Monday, Tuesday and Wednesday, so these days will not appear on the timesheet.
- The apprentice should complete working details for Thursday and Friday (as per example above).
- **Save and submit timesheet, as normal.**