

HOW DO I REQUEST ANNUAL LEAVE?



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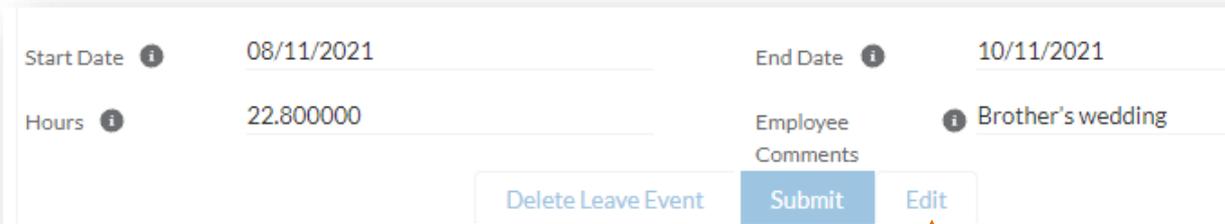
The screenshot shows a form for requesting annual leave. It includes the following fields and values:

- 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 8th, Tuesday 9th and Wednesday 10th (returning to work on Thursday 11th).
- 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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The screenshot shows a leave request form with the following details:

Start Date	08/11/2021	End Date	10/11/2021
Hours	22.800000	Employee Comments	Brother's wedding

At the bottom of the form, there are three buttons: "Delete Leave Event", "Submit", and "Edit". An orange arrow points to the "Edit" button.

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 your leave request, it will no longer be visible in the Leave tab. Instead, the approved leave will automatically populate the relevant timesheet.

COMPLETING THE TIMESHEET

- In this scenario, the apprentice requested **3 days** annual leave for Monday 8th, Tuesday 9th and Wednesday 10th **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 requested leave days will automatically appear in the timesheet as soon as they are approved by the host.
- The apprentice should complete working details for Thursday and Friday (as per example above).
- **Save and submit timesheet, as normal.**

HOW DO I EDIT OR CANCEL ANNUAL LEAVE?

- If a leave request has been **submitted, but not approved**, the apprentice should contact their host (or the staff member who approves their leave requests) as soon as possible and ask them to reject the leave on the EGT Payroll and Timesheet Portal.
 - The request should then be available to view in the 'Rejected' Tab of the "Leave" menu. The apprentice can then modify or cancel the request via this section.
- If a leave request has **already been approved**, the apprentice will need to contact EGT Payroll to action any changes via email at timesheets@egt.net.au.