

HOW DO I REQUEST ANNUAL LEAVE AT CHRISTMAS?

For this Christmas/New Year period, 'creating a leave event' is not required. Enter your annual leave/RDO days on the timesheet/s.

Public holidays have been programmed into December/January timesheets, so you will only have to **enter start/finish/break times** for a public holiday **if you attend work.**

	ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon	27 Dec 2021	Public Holiday ▼	00:00 ⌚	00:15 ⌚	0	0	Public Holiday Public Holiday Leave	8	
Tue	28 Dec 2021	Public Holiday ▼	00:00 ⌚	00:15 ⌚	0	0	Public Holiday Public Holiday Leave	8	
Wed	29 Dec 2021	-select- ▼	00:00 ⌚	00:00 ⌚	0	0		0	
Thu	30 Dec 2021	-select- ▼	00:00 ⌚	00:00 ⌚	0	0		0	
Fri	31 Dec 2021	-select- ▼	00:00 ⌚	00:00 ⌚	0	0		0	

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For the December/January holiday periods, timesheets can be submitted **in advance if you are going on leave.**

We encourage you to submit any timesheets BEFORE you go on leave, to ensure you are paid correctly over this period. Future timesheets are available for all of December and January.

 Current Timesheets

Timesheet	Client	Assignment	Start Date	End Date	Hours	
TS-0028196603	Pty Ltd	ty Ltd: 1st Year ...	31 Jan 2022	6 Feb 2022	0	Edit
TS-0028196602	Pty Ltd	ty Ltd: 1st Year ...	24 Jan 2022	30 Jan 2022	0	Edit
TS-0028196601	Pty Ltd	ty Ltd: 1st Year ...	17 Jan 2022	23 Jan 2022	0	Edit
TS-0028196600	Pty Ltd	ty Ltd: 1st Year ...	10 Jan 2022	16 Jan 2022	0	Edit
TS-0028196599	Pty Ltd	ty Ltd: 1st Year ...	3 Jan 2022	9 Jan 2022	0	Edit
TS-0028196598	Pty Ltd	ty Ltd: 1st Year ...	27 Dec 2021	2 Jan 2022	0	Edit
TS-0028196597	Pty Ltd	ty Ltd: 1st Year ...	20 Dec 2021	26 Dec 2021	0	Edit

For any days that you **work** in December/January, ensure you **enter start/break/finish times as normal** and then submit your timesheet/s.