Employees Applying for Leave

Types of Leave

Employees can take leave for many reasons, including to go on a holiday, because they are sick or to take care of sick family members.

The type of leave available to you depends on your Employment Status (Permanent or Casual) and your Award/Contract/Agreement.

Some common leave types are:

Annual Leave: paid leave available to Permanent (Full Time/Part Time) employees for personal use, e.g. Holidays, appointments, etc.

Personal/Carer's Leave: also known as **sick leave**, is paid leave available to Permanent (Full Time/Part Time) employees for when they are sick or to take care of a sick family member. Your employer may ask you to provide a Doctors Certificate.

Leave without Pay: **unpaid** leave available to both Permanent and Casual employees for personal use; for casual employees who are on holiday or sick and for permanent employees how may not have enough annual leave or sick leave available.

Long Service Leave: paid leave an employee gets after a long period of working for the same employer (e.g. 7 years).

Compassionate & Bereavement Leave: available to all employees when an employee's family member is seriously ill or dies.
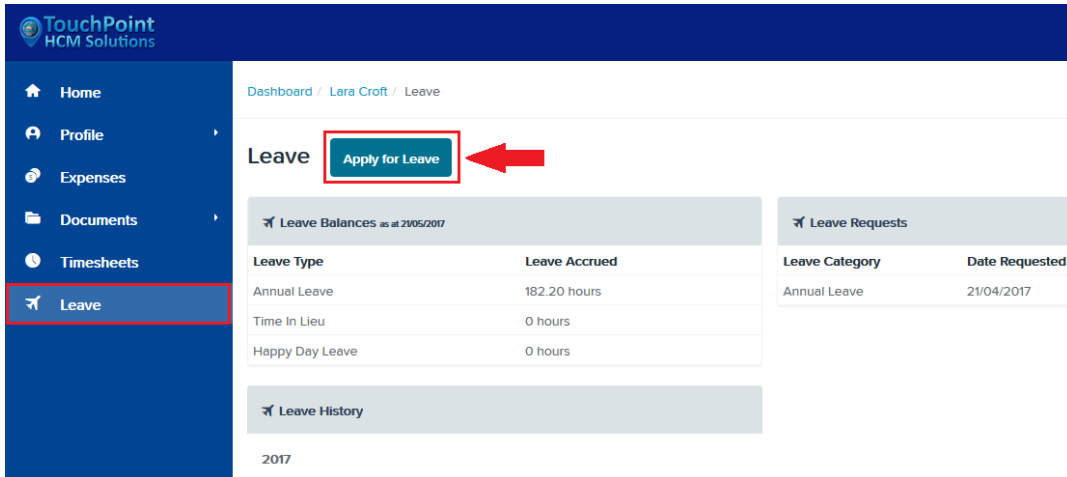
Family & Domestic Violence Leave: **unpaid** leave for all employees covered by an award, to deal with family & domestic violence.

You can find out more about leave via the FairWork website: https://www.fairwork.gov.au/leave

Apply from the Employee Portal

To apply for leave through the Employee Self Service Portal select the "Leave" option in the left-side menu, then then click "Apply for Leave".

(If you have forgotten your password to access your employee portal, go to the log-in page and click "forgot my password").
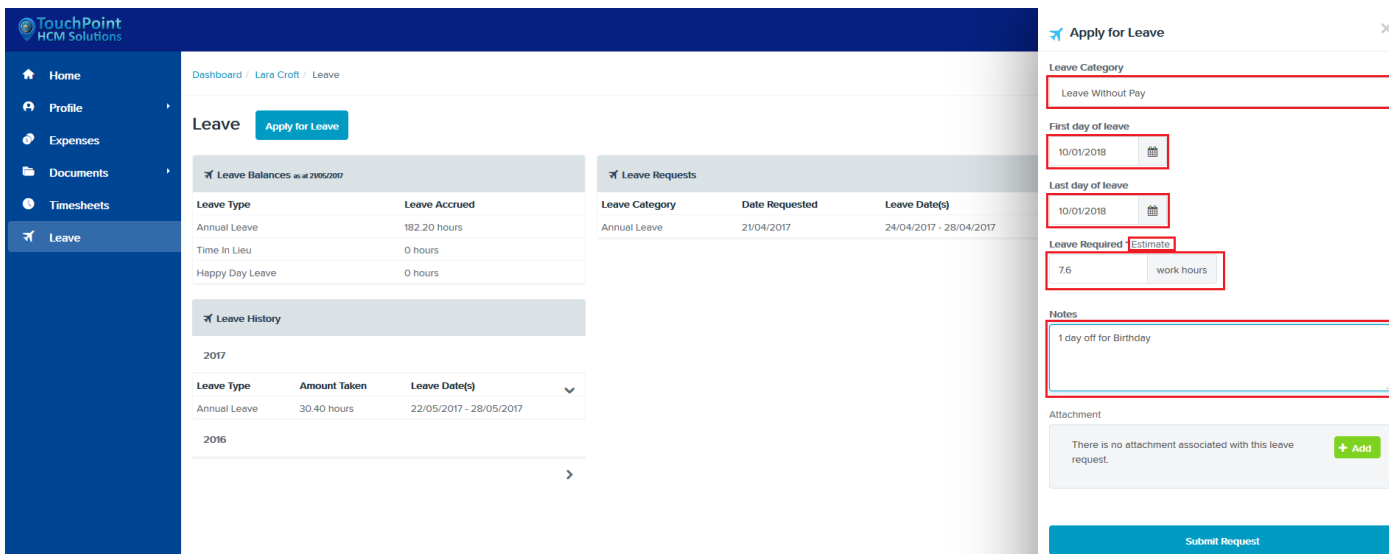
From here, a new screen will appear on the right that requires you to enter the following details:

- Leave Category - Annual Leave, Personal/Carer's (Sick) Leave, Leave Without Pay, Long Service Leave, etc (Not all leave types may be available to you, for more on leave types, see above).
- First day of Leave – The first day you will not be at work.
- Last day of Leave – The last day you will not be at work. * If you only request **one day off**, the first day and last day will be the **same date**.
- Leave Required - Once you enter your start and finish date, the system will calculate how many hours leave is needed to cover your request. A typical day is 7.6 hours. (Mouse hover over the "*Estimate*" to view the full details).
- You **MUST** enter a reason/description for the leave in the "**Notes**" field. E.g. "Going to Thailand"
- Optionally add an attachment to the leave request for things like doctor's certificates.

Edit Leave Request

If you need to make changes you can edit your request by clicking the blue pencil icon on the right-hand side of your submitted request.

Apply from the WorkZone App

1. Select your "employee details Profile" (bottom right menu option), and then select "Leave".
2. Click the "+" icon in the top right to add your request.
3. Complete your leave request by entering the required details (as per the previous page), and submit.

Leave vs Roster Unavailability

Depending on your company setup, employees can mark themselves on the roster as unavailable to work from the employee portal. Employees can set unavailability to be a one off, or recurring unavailability. When unavailable it will display in the leave calendar and display as a warning on the roster.

IMPORTANT NOTICE: Unavailability is <u>not the same as requesting leave</u>. **Your manager will not be notified if you only submit unavailability.** This feature should only be used for re-occurring events that prevent you from working particular days/times such as University Studies, Other Jobs, or other Activates. Examples:

"I can't work Tuesday and Thursday 12-5pm because of Tafe."

"I have football training every Thursday night 6-8pm."

If you require specific time off and this time off needs to be approved by your manager, you must <u>submit a leave request.</u>

As an employee, you can set your unavailability by following these steps:

1. Log into the employee portal which will enable you to view the schedule calendar. Clicking on any day in the calendar will display the "Unavailability" dialog

2. If you want to make yourself unavailable for a single day,

- Untick the "ongoing basis" option
- Select the "From" date
- Select the "To" date
- Optionally, enter a reason for your unavailability

- If you want to make yourself unavailable for a specific time during the day, untick the "all day" option and select the start time and the end time

- If you want to create a recurring unavailability,

- Tick the "ongoing basis" option
- Select the day of the week you will be unavailable for
- Select the "From" date
- Optionally, select the "To" date. If you do not select a "To" date the unavailability will recur indefinitely
- Optionally, enter a reason for your unavailability

- When you're done, click the "Save" button

Once you have saved your unavailability, it will show on the calendar (and display if the unavailability is recurring or not)

19	20	21	22	23
	Personal 2:00 PN	Appointment	Uni (recurring) 9:(	Pay Day

Deleting an unavailability

You can delete an unavailability from your schedule by following these steps:

1. Click on an existing unavailability in the calendar

In the "Unavailability" dialog that is displayed, click the "Delete" link