## Approving Leave Requests

### Simple Method
1. Go to Web Kiosk on the HR webpage, enter login details. If you have pending leave requests, red text will appear on the home screen advising how many requests are pending approval.
2. Select the My Approvals tab.
3. Select Approvals.
4. Select Approve Requests.

### Comprehensive Method
1. Check for warnings and review the dates applied for.
2. Select Approve, Reject or Escalate then click Update. The employee is notified via email of your decision.

### Leave Calendar
Displays leave requests and bookings for your entire team.

### Delegating Approval
1. Click on the My Approvals tab, then Approvals and Approval Delegation.
2. To set a new delegation, click on Add new Approval Delegation record.
3. Select Web Leave Bookings from the list.
4. Enter the position number of the person you are delegating approvals to then the start and end dates.

## Other Features

### Leave Calendar
- Displays leave requests and bookings for your entire team.

### Delegating Approval
- Click on the My Approvals tab, then Approvals and Approval Delegation.
- To set a new delegation, click on Add new Approval Delegation record.
- Select Web Leave Bookings from the list.
- Enter the position number of the person you are delegating approvals to then the start and end dates.

## Points to Remember:
- An employee who is sick for at least five (5) consecutive days while on annual or long service leave and who has sick leave available may apply to reverse their annual or long service leave and take sick leave instead.
- Personal leave of more than three (3) days requires a certificate from a registered health practitioner.
- Personal Leave may be taken in the event that an employee is caring for or supporting a member of their immediate family* or same household. * Immediate family shall mean and refer to an employee’s spouse or former spouse, de facto spouse or former de facto spouse (de facto spouse includes same-sex, transgender, intersex and heterosexual partnerships); or their child or adult child (including their adopted child, step child, ex-nuptial child or foster child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law. Other kinship and family networks may be considered on a case by case basis.

A detailed User Guide is available on the Web Kiosk website.