# Applying for Leave online via Web Kiosk

## Quick Reference Guide

### Step 1. Applying for Leave

1. **Go to Web Kiosk** on the HR webpage, enter login details.
2. **Select the MY HR tab**
3. **Select Leave tab**
4. **Select Leave Requests.**
5. **Select Whole or Part day Leave Booking.**
6. Fill in Leave request form – Part time staff always book in hours

### Step 2. Type of Leave

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Flexi Leave</th>
<th>Special Leave</th>
<th>Long Service Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Select Annual Leave from drop down menu</strong></td>
<td>1. <strong>Select Sick Leave from drop down menu</strong></td>
<td>1. <strong>Select Flexi Leave from drop down menu</strong></td>
<td>1. <strong>Select Special Leave from drop down menu</strong></td>
<td>1. <strong>Select Long Service Leave from drop down menu</strong></td>
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</table>
| 2. Enter leave start and end dates using calendar ((Bookings for one day choose same start and end date) | 2. Enter leave start and end dates using calendar (Bookings for one day choose same start and end date) | 2. Enter leave start and end dates using calendar (Bookings for one day choose same start and end date) | 2. Enter leave start and end dates using calendar (Bookings for one day choose same start and end date) | 2. Enter leave start and end dates using calendar. Shortest period of LSL to be taken is 5 days.
| 3. Select unit Type - Days or Hours | 3. Select unit Type - Days or Hours | 3. Select unit Type - Days or Hours | 3. Select unit Type - Days or Hours | 3. Select unit Type - Days or Hours |
| 4. Add comment if necessary. | 4. Add a comment if necessary. | 4. Add a comment if necessary. | 4. Add a comment if necessary. | 4. Add a comment if necessary. |
| 5. **Press Submit** button. Your supervisor is then notified of your request via email | 5. **Press Submit** button. Your supervisor is then notified of your request via email | 5. **Press Submit** button. Your supervisor is then notified of your request via email | 5. **Press Submit** button. Your supervisor is then notified of your request via email | 5. **Press Submit** button. Your supervisor is then notified of your request via email |
| 6. **Add comment.** Staff applying for Carer’s Leave MUST fill out the comments field, stating who they are caring for. | Note: The following staff are not eligible for flexi leave
- Academic Staff
- General Staff Level 9 & above | Note: The following staff are not eligible for flexi leave
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| 7. **Press Submit** | | | | |

Note: Requests for LSL need to be made a minimum of one month prior to the leave commencing.

Depending on their seniority your direct supervisor may only have the authority to recommend approval or rejection of the leave and then escalate as LSL can only be approved by staff members with Band 6 delegations and above.

### Other Features

- **Deleting & Reversing Leave**
  - If leave has been booked but **not approved**, it will appear as a Leave Request. Go to My Requests. Select the booking, tick and **Delete**.
  - If leave booking has been **approved** it will appear as a Future Leave Booking. Select the Reverse button, then **Submit**. You will be asked to confirm your action.
  - If leave booking needs to be **reversed** but leave has already been **taken** (ie taken as Annual leave but staff member fell ill for 5 days or more). Go to Leave Bookings Enquiry, select dates covering period of leave taken. Select **Reverse**. The reversal will then be forwarded to your supervisor for approval.

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**If you receive a warning after submitting your leave form please check your application, the reason will be stated. Please revise your application before final submission.**