Requests for Long Service Leave differ from other leave types in the Web Kiosk because they can only be approved by a staff member with financial delegation of Band 6 or higher. Other leave types can simply be approved by an immediate supervisor. The other significant difference with applications for Long Service Leave is that under the provisions of the CSU Leave manual, a staff member who submits an application for Long Service Leave with 6 months notice is entitled to take the leave at the time of their choosing.

The approval process for LSL still proceeds upwards through each level in the organisational structure, but depending on where the requesting staff member sits in this structure the request may need to pass through 1, 2, or 3 levels of recommendations before it reaches a staff member with the delegation to approve it.

An example is provided below:

**Band 9**

- Vice Chancellor

**Band 8**

- Executive Director HR

**Band 6**

- Director HRP
- HR Systems Development Manager
- HR Systems Officer

Supervisors will a delegation below Band 6 will see the following in their web kiosk following a staff member submitting an application for Long Service Leave. You will only have the options **Recommend Approval**, **Recommend Reject**, **Escalate** or **No Action**. The system will not allow you to Approve or Reject.

**Warnings**

If the staff member has submitted a request for Long Service Leave but has not yet become eligible to take Long Service Leave you will see the following:
One other point to note is that an employee whose previous service with another Australian higher education institution is recognised for long service leave purposes shall be required to serve at least three (3) years with the University before being permitted to take any accrued long service leave. As Web Kiosk cannot assess this eligibility assessment will need to be managed at the School/Centre/Division level.

**Supervisors with a delegation at Band 6 – applications < 6 months notice**

You will see the following in your web kiosk following a staff member submitting an application for Long Service Leave. You will only have the options **Approve, Reject, Escalate** or **No Action**.
Supervisors with a delegation at Band 6 – applications > 6 months notice

You will see the following in your web kiosk following a staff member submitting an application for Long Service Leave that provides at least 6 months notice. You will only have the options Approve, Escalate or No Action. You do not have an option to reject these applications. If you feel the dates are not suitable you need to discuss this with the employee concerned and they will need to reverse the application. Otherwise it will automatically escalate to the next level after 7 days.
Web Kiosk Guide for Supervisors

Approving Long Service Leave online

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Record ID</th>
<th>Name</th>
<th>Leave Code</th>
<th>Warning on Leave Request</th>
<th>Leave Start Date</th>
<th>End Date</th>
<th>App Level</th>
<th>Escalated to You By</th>
<th>Created Date</th>
<th>To Be Actioned By</th>
<th>Comments</th>
<th>Mgr Comments</th>
</tr>
</thead>
</table>

Employee: 45678910, Doris DeeDee
Job: 03, Director, HR Partnerships