Human Resources Division

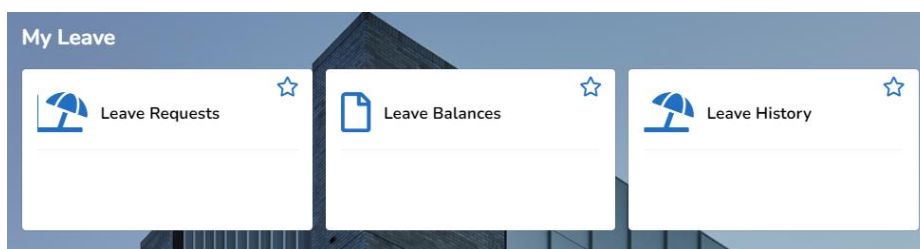**HR Services**

Leave Bookings

Contents

Introduction

UOW supports staff to achieve a healthy work/life balance through a range of initiatives including flexible work arrangements, annual leave, personal leave days (which includes personal sick leave and carers leave) plus additional leave over the Christmas/New Year break. Leave provisions are set out under the relevant Enterprise Agreement, Award or Individual Employment Contract.

Most leave is applied for using Web Kiosk, however some forms of leave such as parental leave, leave without pay, sabbatical leave and community, jury or military leave require the completion of a leave application form. For further details of Leave see the Intranet information.

Instructions

1. Log in to Web Kiosk
2. Hover over 'Home' for drop down menu and click on 'Leave'
3. Under 'Leave' select 'Leave Requests'

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Whole Day Leave Request

1. Once on the 'Leave Requests' screen click on 'Leave Booking Request'
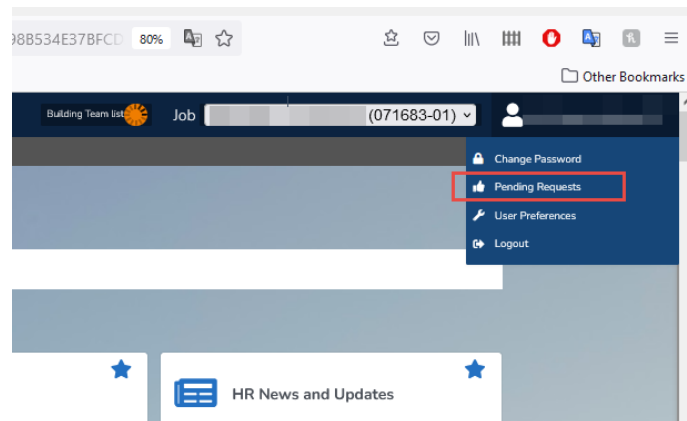
Leave Requests

No Records returned

Leave Booking Request

2. This opens the Leave Booking Request window, with the details of your leave

Leave Booking Request

Job Number	01
Part Day	☐
Leave Code	
Start Date	26-OCT-2022
End Date	
Unit	
Please enter 'Yes' if attaching medical cert or supporting doc	
Please attach medical cert for Sick Leave or supporting doc for Family Leave	Choose File No file chosen
Other Doc.	
Reason - Please click link below for conditions	
Comment	

Save Only   SUBMIT   Cancel   Clear

3. Do not tick the 'Part Day' box for a whole day leave request
4. Select the applicable 'Leave Code' from the drop down box
5. Enter in the 'Start Date'. This can be done by selecting the calendar.
6. Enter in the 'End Date'. This can be done by selecting the calendar.
7. Enter in 'Yes' or 'No' in the 'Please enter 'Yes' if attaching medical cert or supporting doc' box. The Leave request will not be able to be processed if there is nothing selected in this drop down box.
8. When booking sick leave a medical certificate can be uploaded. Click the 'Choose File' box and select the medical certificate to upload from your computer.
9. Leave the 'Other Doc.' field blank.
10. The 'Comment' box is a free text box for the provision of additional information. This is optional.
11. When booking sick leave select a reason from the 'Reason - Please click link below for conditions'
12. Once all the data is entered there is the option to 'Save Only' or 'SUBMIT', 'Cancel' or 'Clear'
13. Selecting the 'Save Only' option will not send your leave request to your supervisor. The request will remain in your 'Leave Request' screen until you select the 'SUBMIT' button.
14. Once the leave request has been submitted, to view this, select your name in the top right hand corner and click on 'Pending Requests'

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HR Services

Part Day Leave Request

1. Follow the getting started instructions steps 1-3 above
2. Once on the 'Leave Booking Request' screen tick the 'Part Day' box

3. Select the applicable 'Leave Code' from the drop down box
4. Enter in the 'Start Date'. This can be done by selecting the calendar.
5. Select 'Hours' in the 'Unit' box. For example if leave was for half the day you would enter in 3.5.
6. Enter 'Yes' or 'No' in the 'Please enter 'Yes' if attaching medical cert or supporting doc' box. The leave request will not proceed if there is nothing selected in this drop down box.
7. When booking sick leave a medical certificate can be uploaded. Click the 'Choose File' box and select the medical certificate to upload.
8. Leave the 'Other Doc.' field blank.
9. When booking sick leave select a reason from the 'Reason' list
10. The 'Comment' box is a free text box for the provision of additional information for your Supervisor. This is optional.
11. Once all the data is entered there is the option to 'Save Only' or 'SUBMIT', 'Cancel' or 'Clear'
12. To successfully send a leave request to your supervisor you must select SUBMIT.

13. Selecting the 'Save Only' option will not send your leave request to your supervisor. The request will remain in your 'Leave Request' screen until you select the 'SUBMIT' button.
14. Once the leave request has been submitted, to view this, select your name in the top right hand corner and click on 'Pending Requests'
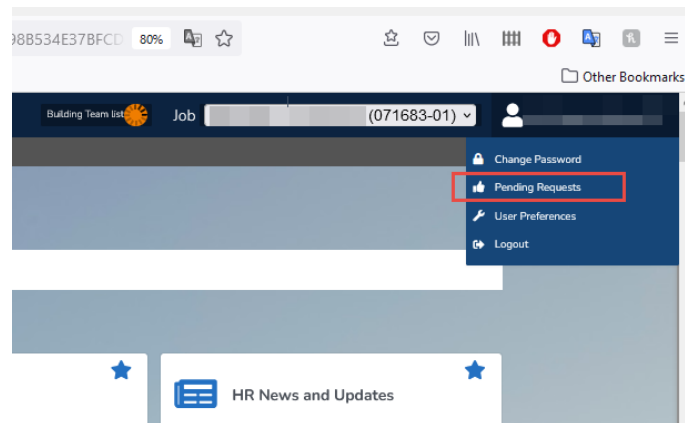
Leave Balances

1. Hover over 'Home' for drop down menu and click on 'Leave'
2. Under 'Leave' select 'Leave Balances'
3. Available leave balances as at today's date will be displayed.
4. Enter the 'Enquiry Date' using the drop-down menu then click 'Calculate Balances' to display leave balances for a future date

Leave Balances

Enquiry Date [   ] 🔲 [Calculate Balances]

Balances at enquiry date 30-JUN-2021

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Leave	01	30-JUN-2021	01-JUL-2021	33.599	33.599	Days
Flex Leave Timekeeping - Professional Employees	01	30-JUN-2021	18-SEP-2021	-24.14	-26.14	Hours
Long Service Leave	01	30-JUN-2021	01-JUL-2021	65.614	65.614	Days
Sick Leave	01	30-JUN-2021	02-OCT-2021	150.473	139.044	Days

Leave History

1. On the Leave page, scroll down to the Leave Dashboard to view a summary of your past and upcoming leave bookings
2. Alternatively, for a detailed view click on 'Leave History' on the Leave page
3. Enter the relevant dates
4. Select the Leave Code from the drop down menu or leave this section blank to bring up all leave types.
5. Click 'Find'. This will bring up all approved leave.

Leave History

Enter query criteria

Start Date	18-SEP-2020	to	01-OCT-2020
Leave Code	Annual Leave		
Description			

Find   Clear

Version Control Table

Version Control	Release Date	Author/Creator	Approved by	Amendment
0.1	201311	N/A		Created
0.2	20180523	Telisha Cassar	Kath Coroneos	V16 Upgrade
0.3	20210510	Telisha Cassar	Pat Murray	V19 Upgrade
0.4	20221026	Monica Stramare	Rabab Alhazmi	Process Change

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