

# Quick Reference Guide

## Approving Leave online via Web Kiosk

Step 1.	Step 2		Other Features	
Approving leave requests	Simple Method	Comprehensive Method	Leave Calendar	Delegating Approval
<ol style="list-style-type: none"> <li>Go to <b>Web Kiosk</b> on the HR webpage, enter login details. If you have pending leave requests a message will appear on the right hand side.</li> <li>Click on <b>Approvals Link under the My Approvals tab.</b></li> <li>Select <b>Approve Requests</b> and the <b>Approve Request</b> screen will appear.</li> </ol>	<ol style="list-style-type: none"> <li>Check for warnings.</li> <li>Select <b>Approve, Reject or Escalate</b>, then click Update. The employee is notified via email of your decision</li> <li>If the application is for Long Service Leave and you do not have a Band 6 delegation then you may only have the authority to <b>recommend</b> approval or rejection</li> </ol>	<ol style="list-style-type: none"> <li>Check for warnings.</li> <li>Select the <b>Record ID</b> for more details regarding the request including the employee's leave balances, leave booking enquiry (displays other leave applications) and the <b>Team Leave Calendar</b>. You can view submitted medical certificates and balances from here.</li> <li>You can then use the drop down menu to <b>Approve, Reject, Escalate, Recommend approval or rejection</b> (for LSL only) or <b>take no action</b> (defer).</li> <li>Add comments if necessary.</li> <li>Click on Update. The employee is then notified of your decision via email.</li> </ol>	<ol style="list-style-type: none"> <li>Displays leave requests and bookings for you entire team.</li> <li>It can be accessed through the <b>My Team Tab</b>, then by selecting the <b>Team Leave Calendar under the Leave link.</b></li> <li>You can look at different dates if required by using the <b>Calendar</b> button and then the <b>Display</b> button.</li> </ol>	<ol style="list-style-type: none"> <li>Go to the <b>Approvals</b> link.</li> <li>Select <b>Approval Delegation.</b></li> <li>To set a new delegation click on the <b>Add new Approval Delegation record</b> link.</li> <li>Select <b>Web Leave Bookings</b> from the list that appears.</li> <li>Enter the number of position that is receiving the Approval Delegation and also the start and end dates of the period of delegation.</li> </ol>

### 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.
- Sick leave of more than three (3) days requires a certificate from a registered health practitioner.
- Carer's leave is available for an employee who has responsibility for their spouse or former spouse, de facto spouse or former de facto spouse (including same sex); or their child or adult child (including an adopted, step or ex-nuptial child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law.