

# Leave Online for CSCS Staff – Applying for Leave

## Division of Human Resources Quick Reference Guide

Step 1	Step 2 – Type of Leave			Other Features
Applying for Leave	Annual Leave	Personal/Carers Leave	Long Service Leave	Deleting and Reversing Leave
<ol style="list-style-type: none"> <li>1. Go to <b>Web Kiosk</b> on the HR webpage, enter login details.</li> <li>2. Select the <b>My HR</b> tab.</li> <li>3. Select <b>Leave</b>.</li> <li>4. Select <b>Leave Requests</b>.</li> <li>5. Select <b>Whole</b> or <b>Part day Leave Booking</b>.</li> <li>6. Fill in the details of the leave request ensuring the <b>Units</b> selected is <i>always Hours</i>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Annual Leave</b> from the drop down menu.</li> <li>2. Enter leave <b>start and end dates</b> using the calendar. If the booking is for one day only, choose the same start and end date.</li> <li>3. Select unit type as <b>Hours</b>.</li> <li>4. Add comment if necessary.</li> <li>5. Press <b>Submit</b>. Your supervisor is then notified of your request via email.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Personal/Carers Leave</b> from drop down menu.</li> <li>2. Enter leave <b>start and end dates</b> using the calendar. If the booking is for one day only, choose the same start and end date.</li> <li>3. Select unit type as <b>Hours</b>.</li> <li>4. If certificate has been supplied fill out all fields and attach a copy of the certificate using the browse button to locate the file on your computer. <b>A medical certificate is required for periods of personal leave over 3 days.</b></li> <li>5. Enter <b>0</b> if there is no number on the certificate.</li> <li>6. Staff applying for Personal/Carers Leave for caring purposes <b>MUST</b> select <b>Carers Leave</b> under <b>Leave Reason</b> and add a comment stating who they are caring for.</li> <li>7. If applying for Personal Leave, add a comment if necessary.</li> <li>8. Press Submit. Your supervisor is then notified of your request via email.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Long Service Leave</b> from the drop down menu.</li> <li>2. Enter leave <b>start and end dates</b> using the calendar. <u>Note:</u> The minimum period of LSL to be taken is 5 working days.</li> <li>3. Select unit type as <b>Hours</b>.</li> <li>4. Add a comment if necessary.</li> <li>5. Press <b>Submit</b>. Your supervisor is then notified of your request via email.</li> </ol> <p>Note: Requests for LSL need to be made a minimum of one month prior to the leave commencing.</p>	<p>If leave has been booked but <b>not approved</b>, it will appear as a <b>Leave Request</b>. Go to <b>My Requests</b>, select the booking, tick and press <b>Delete</b>. You will be asked to confirm your action.</p> <p>If leave booking has been <b>approved</b> it will appear as a <b>Future Leave Booking</b>. Select the <b>Reverse</b> link and then <b>Submit</b>. You will be asked to confirm your action.</p> <p>If leave booking needs to be <b>reversed but leave has already been taken</b> (i.e. taken as Annual leave but staff member fell ill for 5 days or more). Go to <b>Leave Bookings Enquiry</b>, select dates covering period of leave taken. Select <b>Reverse</b>. The reversal will then be forwarded to your supervisor for approval.</p>

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. A [detailed User Guide](#) is available on the [Web Kiosk website](#).