

Leave Online for CSCS Supervisors – Approving Leave

Division of Human Resources Quick Reference Guide

Step 1	Step 2		Other Features	
Approving Leave Requests	Simple Method	Comprehensive Method	Leave Calendar	Delegating Approval
<ol style="list-style-type: none"> 1. Go to Web Kiosk on the HR webpage, enter login details. If you have pending leave requests, red text will appear on the home screen advising how many requests are pending approval. 2. Select the My Approvals tab. 3. Select Approvals. 4. Select Approve Requests. 	<ol style="list-style-type: none"> 1. Check for warnings and review the dates applied for. 2. Select Approve, Reject or Escalate then click Update. The employee is notified via email of your decision. 	<ol style="list-style-type: none"> 1. Check for warnings. 2. Click on the Record ID for more details regarding the request including the employee's leave balances, leave booking enquiry (displays other leave applications) and the Team Leave Calendar. You can only view medical certificates from this screen. 3. Use the drop down menu to Approve, Reject, Escalate or Defer the request. 4. Add comments if necessary. 5. Click on Update. The employee is notified via email of your decision. 	<p>Displays leave requests and bookings for your entire team.</p> <ol style="list-style-type: none"> 1. Click on the My Team tab, then Leave and Team Leave Calendar. 2. You can look at different dates by using the Calendar button to select a new date and then clicking on Display. 	<ol style="list-style-type: none"> 1. Click on the My Approvals tab, then Approvals and Approval Delegation. 2. To set a new delegation, click on Add new Approval Delegation record. 3. Select Web Leave Bookings from the list. 4. Enter the position number of the person you are delegating approvals to then the start and end dates.

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.
- Personal leave of more than three (3) days requires a certificate from a registered health practitioner.
- Personal Leave may be taken in the event that an employee is caring for or supporting a member of their immediate family* or same household. * Immediate family shall mean and refer to an employee's spouse or former spouse, de facto spouse or former de facto spouse (de facto spouse includes same-sex, transgender, intersex and heterosexual partnerships); or their child or adult child (including their adopted child, step child, ex-nuptial child or foster child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law. Other kinship and family networks may be considered on a case by case basis.

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