



Charles Sturt
University

Web Kiosk User Guide
Applying for Long Service Leave Online

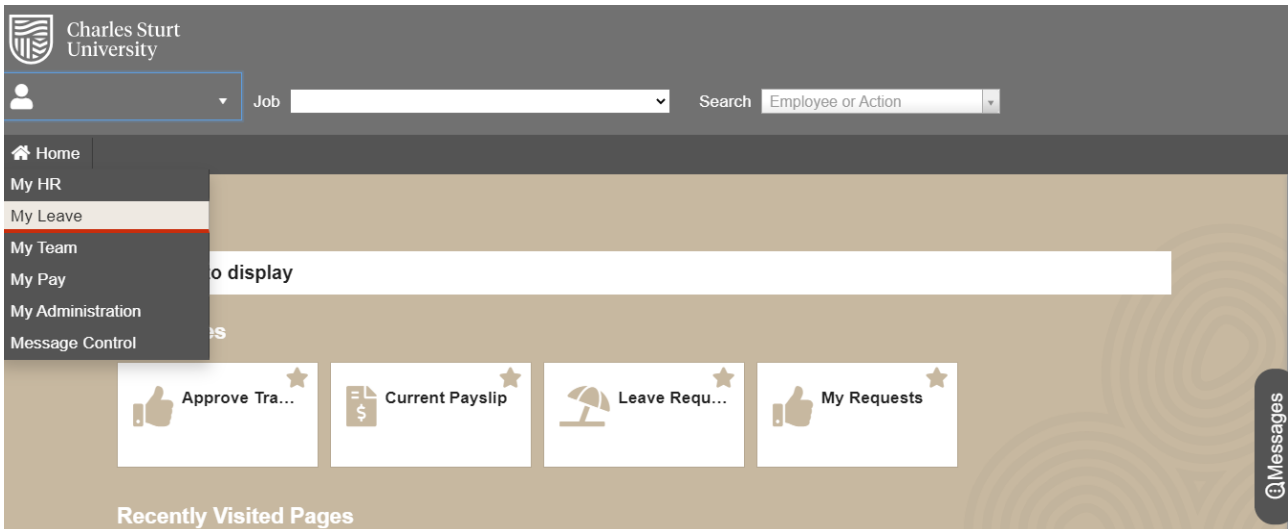
Division of People and Culture

For further information please contact dpc@csu.edu.au

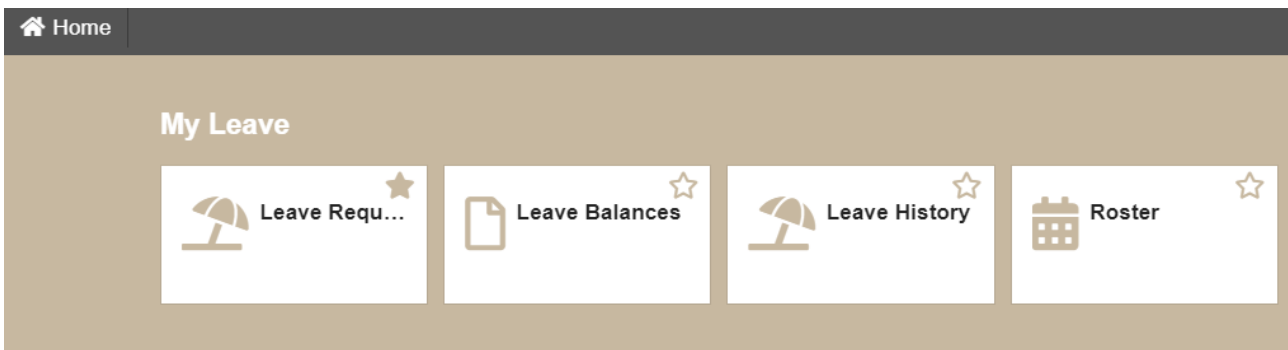
Applying for Long Service Online

It is recommended that prior to making application for Long Service Leave that you discuss your plans with your supervisor. Applications for Long Service Leave need to be made a minimum of one (1) month prior to the proposed commencement date of the leave.

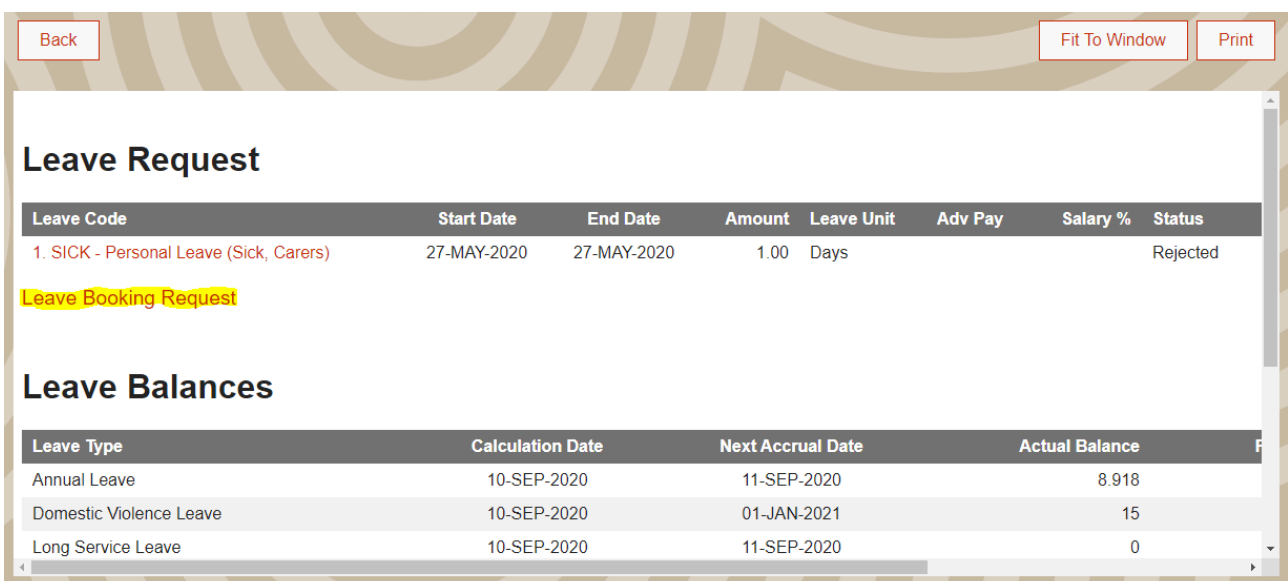
1. After logging into Web Kiosk, hover the mouse over 'Home' on the left
2. Choose 'My Leave' from the drop-down menu



3. Select the Leave Requests button from the My Leave Page



4. Select Leave Booking Request link (highlighted below) from the Leave Request page



5. Select 'Long Service Leave' from the Leave Code box

Leave Booking Request

Part Day

Leave Code

Start Date

End Date

Unit (P/Time staff to book in Hours)

Medical Certificate (Y/N)

Medical Certificate File No file chosen

Other Doc.

Leave reason (if required)

Comment

6. Complete the Start Date and End Date for the leave. Note: Long Service Leave is accrued and booked in working days. If you plan to return to work on a Monday, then the Friday before is the end date that you should enter.

- a. Long Service Leave applications must be a minimum of 5 working days
- b. As with other types of leave part-time staff need to book in hours

7. Press 'Submit for Approval' – Your request will be forwarded to your supervisor to recommend approval/rejection of the leave. It will then be escalated through each level to a supervisor in your section with Band 6 delegation e.g. Head of School, Director or Manager.

Long Service Leave Errors

Type 1

Leave Booking Request

Error! Error - The amount of leave requested exceeds available balance.

If you receive the above error, you have requested more leave than you have accrued, or you have not yet reached the point of being entitled to take long service leave (i.e. over 10 years of service).

Type 2

You may also receive an email informing you if your request has been automatically rejected due to not applying for the minimum amount of Long Service Leave available (i.e. 7 calendar days).