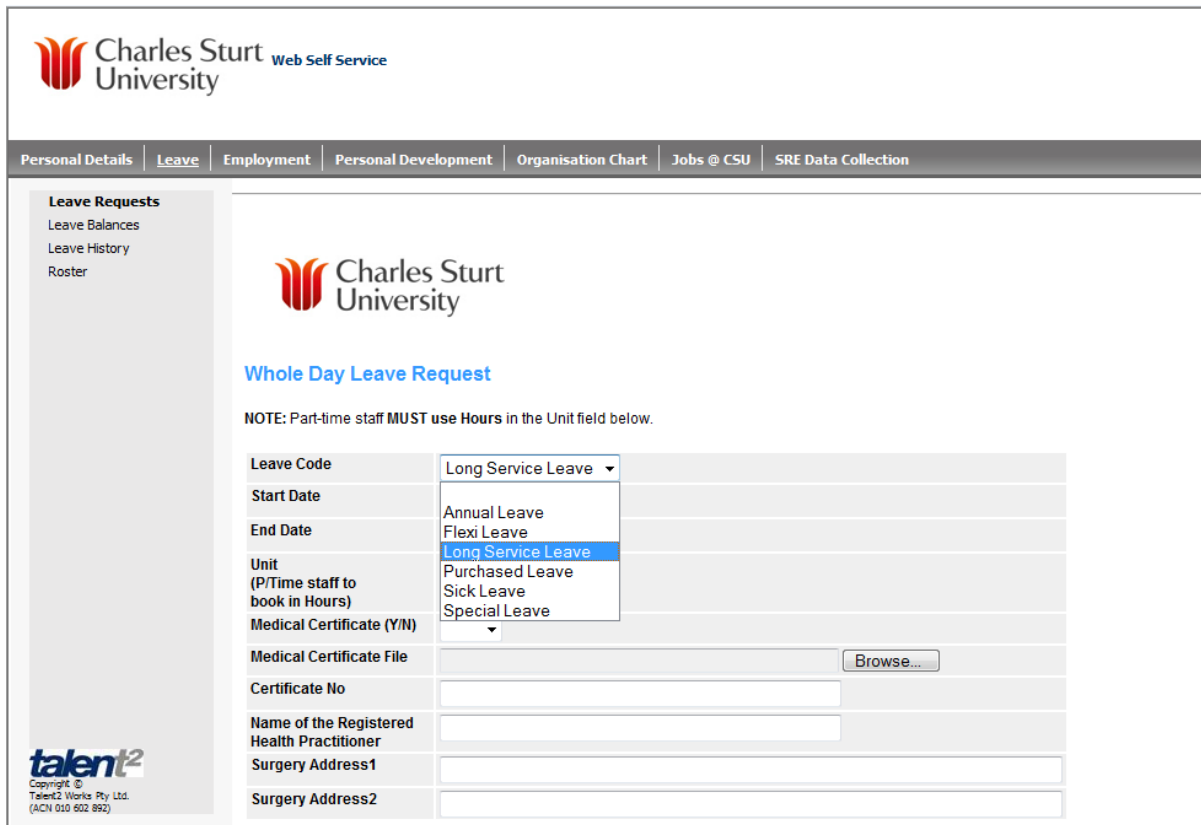


Applying for Long Service Leave online

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.

Step 1: After logging into Web Kiosk, click on the **My HR** tab, then choose the **Leave** link and then **Leave requests**.

Step 2. Choose **Long Service Leave** from the drop down menu



The screenshot shows the Charles Sturt University Web Self Service portal. The navigation bar includes: Personal Details, Leave, Employment, Personal Development, Organisation Chart, Jobs @ CSU, and SRE Data Collection. The left sidebar lists: Leave Requests, Leave Balances, Leave History, and Roster. The main content area is titled 'Whole Day Leave Request' and includes a note: 'NOTE: Part-time staff MUST use Hours in the Unit field below.' The form fields are as follows:

Leave Code	Long Service Leave
Start Date	
End Date	
Unit (P/Time staff to book in Hours)	Annual Leave Flexi Leave Long Service Leave Purchased Leave Sick Leave Special Leave
Medical Certificate (Y/N)	
Medical Certificate File	<input type="button" value="Browse..."/>
Certificate No	
Name of the Registered Health Practitioner	
Surgery Address1	
Surgery Address2	

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Step 3 – Complete the Start Date and End Date for the leave. Note: Long Service Leave is accrued and booked in working days. Therefore if you plan to return to work on a Monday then the Friday before is the end date that you should enter.

Long Service Leave applications must be a **minimum of 5 working days**.

As with other types of leave **part-time staff** need to book in hours.

Step 4 – Press **Submit**. Your request will be forwarded to your supervisor to recommend approval/rejection of the leave and will 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 Booking Errors received after submission

Type 1

Error!

The following unhandled error has occurred in the routine WK417\$WLB.ActionInsert:

ORA-20999: TAPI-Error - The amount of leave requested exceeds available balance.

Please contact your support representative.

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 the following email 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)

