

Web Kiosk User Guide Approving Long Service Leave (LSL)

Division of People and Culture

For further information please contact [Employee Services](#)

Charles Sturt University - TEQSA Provider Identification:
PRV12018 (Australian University). CRICOS Provider: 00005F.

Contents

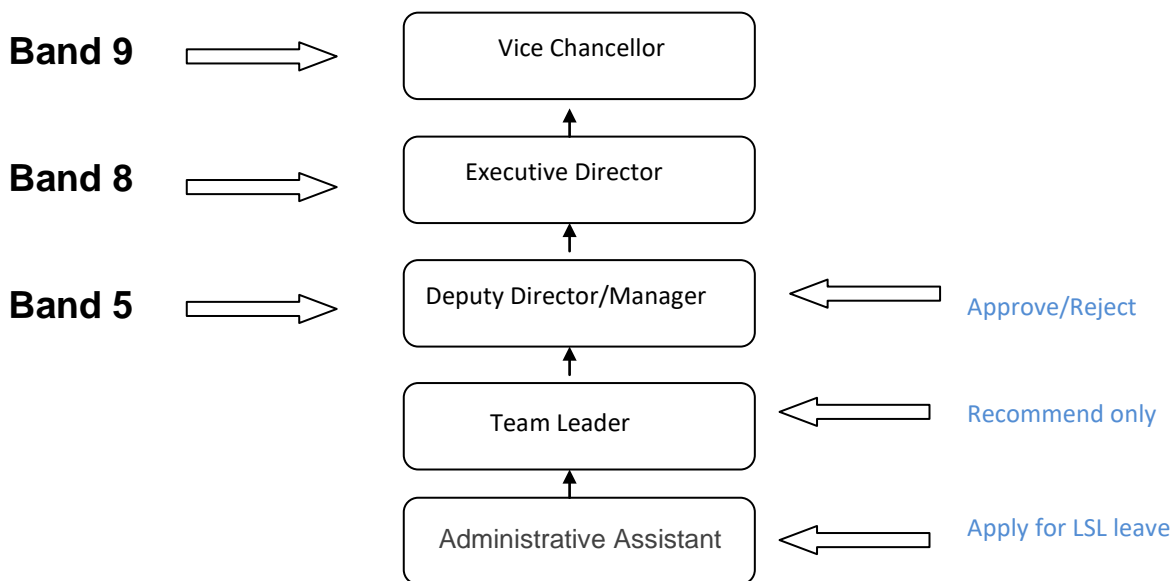
The Approval Process 3

Eligibility 4

The Approval Process

Requests for Long Service Leave (LSL) differ from other leave types in Web Kiosk because they can only be approved by a staff member with financial delegation of Band 5 or higher. Other leave types can simply be approved by an immediate supervisor. The other significant difference with applications for Long Service Leave is that under the provisions of the CSU Leave manual, a staff member who submits an application for Long Service Leave with 6 months notice is entitled to take the leave at the time of their choosing.

The approval process for LSL still proceeds upwards through each level in the organisational structure. Depending on where the requesting staff member sits in this structure the request may need to pass through 1, 2, or 3 levels of recommendations before it reaches a staff member with the delegation to approve it.



Supervisors with a delegation below Band 5 will only have the options **Recommend Approval**, **Recommend Reject**, **Escalate** or **No Action**. The system will not allow you to Approve or Reject the request.

Eligibility

Warnings

If the staff member has submitted a request for Long Service Leave but has not yet become eligible to take Long Service Leave you will see something similar to the figures 1 and 2 below:

Approve Requests

UpdateClear

Whole Day Leave Request

Approval Status						Record ID	Name	Leave Code	Warning on Leave Request	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By	Comments	Mgr Comments
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action												
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	619631	Bloggs, Joseph	Long Service Leave	Y	24-JUN-2013	28-JUN-2013	1		17-JUN-2013	23-JUN-2013	***** TEST ONLY *****	

UpdateClear

Figure 1: Summary - LSL Request prior to eligibility

Please note: an employee whose **previous service with another Australian higher education institution is recognised for long service leave purposes** shall be required to serve at least three (3) years with the University before being permitted to take any accrued long service leave. As Web Kiosk cannot assess this eligibility assessment will need to be managed at the School/Centre/Unit level.

Revision 2.0

Last Modified 25 March 2025

Asset Id=572119

View and Update Request

Warning! The Leave Request was successful, however the following issue(s) were identified with the request:

Warning - Qualifying period has not been completed.

Person Id	11512407	Name	Bloggs, Joseph
Job Id	01		
Position	635684 HR Systems Officer		
Leave Code	LSL - Long Service Leave	Reason	
Start Date	24-Jun-2013	End Date	28-Jun-2013
Unit (P/Time staff to book in Hours)	7 Calendar days		
Medical Certificate (Y/N)		Other Doc.	
Comments	***** TEST ONLY *****		
Supervisor Comments			

Additional Info [Leave Balances](#)
[Leave Booking Enquiry](#)
[Team Leave Matrix](#)

Approval Status	<div>Submitted</div>		
Reactivated Date	<div>Submitted</div>		
Approval Level	1		
Escalation Start	17-JUN-2013	Escalation End	23-JUN-2013
Table Name	WEB_LV_BOOKINGS	Description	Whole Day Leave Request
Record Id	40853931	Created Date	17-JUN-2013

Comments

Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Figure 2: Detailed View - LSL Request prior to eligibility

Supervisors at Band 5 and Band 6 have differing approval options. For Band 5 delegates if you feel the leave dates are not suitable, you need to discuss this with the employee concerned and they may need to reverse the application. You do not have an option to reject these applications. If no action is taken, the leave request will automatically escalate to the next level after 7 days.

Notice Given Prior to Leave Start	Delegation	Approval Options
More than 6 months	Band 5	Approve, Escalate or No Action
Less than 6 months	Band 6	Approve, Reject, Escalate or No Action