Overview and Notes

- Future Leave requests can be submitted even if you don’t currently have enough leave accrued to cover the request. The system will calculate the entitlements as at the end of the period you have requested and process the application accordingly.

- To assist you in making future leave requests, the **Leave Balances** option from the Leave and Rosters menu will allow you to calculate future leave balances.

- Leave balances as displayed in the Leave Requests page are calculated by the system nightly. Submitting a leave application will not affect your leave balance until:
  1. It is approved,
  2. and the nightly balance update process runs.

- Part Day Leave **MUST** be booked in decimal time – PMD takes no responsibility for errors made by users booking incorrect times.

- Part Day Leave bookings will be monitored and audited regularly to ensure bookings are being made correctly. Where necessary PMD will make adjustments to bookings where the time has been over or under booked.

- Leave submissions are automatically forwarded up the Alesco position hierarchy for approval. That is, your manager will receive an email indicating they have a leave submission to process.

- When your application is actioned (approved/rejected), you will receive an email from the system advising you that an action has occurred.
Leave Requests Screen

From this screen you have the option to make a whole day leave booking or a Part Day Leave booking by clicking on either of the two links provided.

The Leave Requests screen is broken into 3 main areas.

1. The top of the screen displays pending leave requests - that is leave requests that have not yet been actioned.
2. Under the Leave Balances heading you will see your current leave balances.
3. Future Leave Bookings show all leave that is for future dates.

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Regular/holiday</th>
<th>Ave Pay</th>
<th>Salary %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000001</td>
<td>21-APR-2007</td>
<td>25-APR-2007</td>
<td>Regular</td>
<td>$1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Records 1 to 1

Leave Balances

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Carried Over</th>
<th>Annual Accrual</th>
<th>Leave Available</th>
<th>Leave Taken</th>
<th>Balance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual All</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Leave Type</td>
<td>Carried Over</td>
<td>Annual Accrual</td>
<td>Leave Available</td>
<td>Leave Taken</td>
<td>Balance</td>
<td>Balance</td>
</tr>
<tr>
<td>Annual All</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Records 1 to 1

This screen is essentially a view screen only. Pending leave bookings can be deleted from the Pending Transactions page. Leave balances can be checked from the Leave Balances page.

To delete/cancel a future leave booking you must complete a paper leave form with the amended box checked.
How to Book Leave

Whole Day Leave Booking

1. **Select Whole Day Leave Booking.**

   **Leave Request**

   No Records returned

   [Whole Day Leave Booking, Part Day Leave Booking]

2. **Enter the form as shown below.**

   **Whole Day Leave Request**

   - **Leave Code**
   - **Start Date**
   - **End Date**
   - **Unit**
   - **Medical Cert.**
   - **Certificate No**
   - **Doctor**
   - **Surgery Address 1**
   - **Surgery Address 2**
   - **Cert. Issue Date**
   - **Cert. Valid From**
   - **Cert. Valid To**
   - **Other Doc.**
   - **Reason**
   - **Comment**

   [Insert, Clear]

**Leave Code**
Click on the drop-down arrow to display leave types available and select the leave code required.
**Start Date / End Date**
The system will default the start date to today’s date. Type dates in the format shown: dd-MMM-YYYY, or click on the date calendar icon. The Start Date refers to the first whole day of your leave period. The End Date is the last whole day of your leave. Both Start and End dates need to be entered, even if the leave is for one day.

**Unit**
When booking a Whole Day Leave Request you must select DAYS.

**SICK LEAVE BOOKINGS ONLY**

**Medical Certificate**
If you have a Medical Certificate to cover your period of Sick Leave, select the Yes option from the drop-down menu. If you do not have a Medical Certificate to cover the absence, select the No option from the drop-down menu. Please note this is a mandatory field for Sick Leave requests.

If you have a Medical Certificate you must fill all applicable details of that certificate in the following fields:

- **Certificate Number**
- **Doctor**
- **Surgery Address**
- **Cert. Issue Date**
- **Cert. Valid From**
- **Cert. Valid To**

*NOTE*: You must write your name and Employee ID on the top of the Certificate and hand it on to the person who approves your leave requests. Supervisors/managers are not permitted to approve Sick Leave Bookings where a Medical Certificate is claimed until they have received the Medical Certificate.

**Other Doc. and Reason**
These fields are not required.

**Comment**
Enter comments as appropriate by typing in the comment box. The Comment field is not required to be filled in.
3. Once the applicable fields have been entered, click on the Insert button. You should receive a message confirming the success of the submission of the application.

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>ARL - Annual Rec Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>26-MAR-2007</td>
</tr>
<tr>
<td>End Date</td>
<td>26-MAR-2007</td>
</tr>
<tr>
<td>Amount</td>
<td>1</td>
</tr>
<tr>
<td>Unit</td>
<td>Days</td>
</tr>
<tr>
<td>Medical Cert.</td>
<td>No</td>
</tr>
<tr>
<td>Other Doc.</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
</tbody>
</table>

Success!
Row inserted

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Part Day Leave Booking

*NOTE*: Part Day Leave Bookings MUST be completed in decimal time. To convert minutes to decimal time use the Minute to Decimal Converter from the link [http://www.cdu.edu.au/pmd/staffonline/help_files_online/min_dec_converter.html](http://www.cdu.edu.au/pmd/staffonline/help_files_online/min_dec_converter.html)

1. Select Part Day Leave Booking.

   **Leave Request**

   No Records returned

   Whole Day Leave Booking | Part Day Leave Booking

2. Enter the form as shown below.

   **Part Day Leave Request**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Code</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>27-Mar-2007</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>Medical Cert.</td>
<td></td>
</tr>
<tr>
<td>Certificate No</td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td></td>
</tr>
<tr>
<td>Surgery Address1</td>
<td></td>
</tr>
<tr>
<td>Surgery Address2</td>
<td></td>
</tr>
<tr>
<td>Cert. Issue Date</td>
<td></td>
</tr>
<tr>
<td>Cert. Valid From</td>
<td></td>
</tr>
<tr>
<td>Cert. Valid To</td>
<td></td>
</tr>
<tr>
<td>Other Doc.</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
</tbody>
</table>

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User Preference

**Leave Code**

Click on the drop-down arrow to display leave types available and select the leave code required.
**Start Date**
The system will default to today’s date. Enter the Leave date in the format shown – dd-MMM-YYYY - or click on the date calendar icon. The Start Date refers to the day you were away from the office for part of the day.

**Hours**
When booking a Part Day Leave Request you must enter your hours away in DECIMAL time. There is a link at the top of the page that will open a separate window to allow you to convert your hours to decimal time. An example is that 3 hours and 45minutes = 3.750.

**SICK LEAVE BOOKINGS ONLY**

**Medical Certificate**
If you have a Medical Certificate to cover your period of Sick Leave, select the Yes option from the drop-down menu. If you do not have a Medical Certificate to cover the absence, select the No option from the drop-down menu. Please note this is a mandatory field for Sick Leave requests.

If you have a Medical Certificate you must fill all applicable details of that certificate in the following fields:
- **Certificate Number**
- **Doctor**
- **Surgery Address**
- **Cert. Issue Date**
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- **Cert. Valid To**

*NOTE*: You must write your name and Employee ID on the top of the Certificate and hand it on to the person who approves your leave requests. Supervisors/managers are not permitted to approve Sick Leave Bookings where a Medical Certificate is claimed until they have received the Medical Certificate.

**Other Doc. / Reason**
These fields are not required.

**Comment**
Enter comments as appropriate by typing in the comment box. The Comment field is not required to be filled in.
3. Once the applicable fields have been entered, click on the Insert button. You should receive a message confirming the success of the submission of the application.

**Success!**

Row inserted

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</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>26-MAR-2007</td>
</tr>
<tr>
<td>End Date</td>
<td>26-MAR-2007</td>
</tr>
<tr>
<td>Hours</td>
<td>3.35</td>
</tr>
<tr>
<td>Medical Cert</td>
<td></td>
</tr>
<tr>
<td>Other Doc.</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
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