

All staff can apply for **annual leave** and **long service leave** using HR Online at <https://hris.mq.edu.au>

Whole Day Leave Booking:

1. Select 'Leave' menu
2. Select 'Leave Request'
3. Check available balance to ensure you have enough leave available
4. Select 'Whole Day Leave Booking'

Person: STAFF001, Staff One
Job: 01, Staff Member 1

Pending Leave Request(s)
No Records returned

[Whole Day Leave Booking](#) | [Part Day Leave Booking](#)

Leave Balances (excluding future leave bookings)

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	18-JAN-2008	19-JAN-2008	1828.047	Hours
Long Service Leave	18-JAN-2008	19-JAN-2008	595.75	Hours
Personal Leave	18-JAN-2008	19-JAN-2008	1371.041	Hours

Records 1 to 3 of 3

5. A leave request screen will appear. Select the type of leave (annual or long service)
6. Select start and end dates
7. Select 'Hours' as the Unit
8. Select 'Yes' or 'No' in the Pay in Advance field (see page 2 for more details)
9. Click on the 'Insert' button. Your manager will be emailed advising them of your request

Whole Day Leave Request

Leave Code: Annual Leave

Start Date: 03-Mar-2008

End Date: 07-Mar-2008

Unit: Hours

Advance Pay: N - No

Medical Cert.:

Other Doc.:

Reason:

Comment:

Insert Clear

Dates need to be entered in dd-mon-yyyy format

10. Select 'Leave Request' from the menu to see your pending leave request. You will be emailed once your manager has processed the request.

Person: STAFF001, Staff One
Job: 01, Staff Member 1

Pending Leave Request(s)

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %
1.AL - Annual Leave	03-MAR-2008	07-MAR-2008	35.00	Hours	N	

Record 1 of 1

[Whole Day Leave Booking](#) | [Part Day Leave Booking](#)

Leave Balances (excluding future leave bookings)

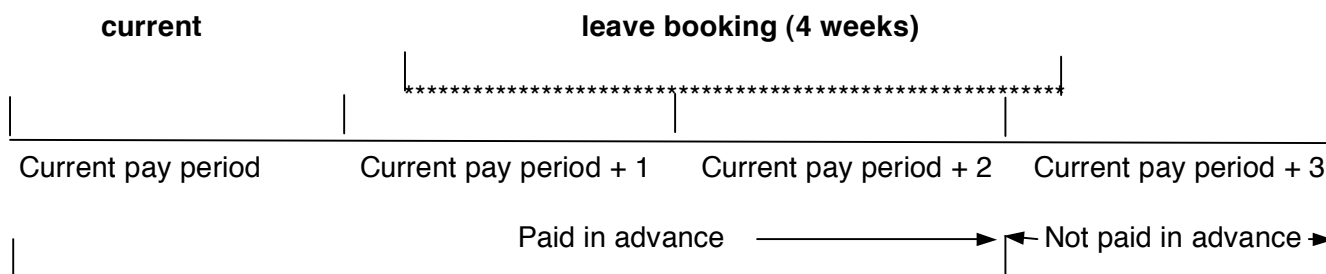
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Part Day Leave Booking:

1. Select 'Part Day Leave Booking'
2. Follow steps 5-10 above, typing in the hours at Step 7.

Important points to remember when booking leave online:

1. When doing a part day leave booking, please ensure that you **don't exceed your rostered hours** for that day. For example, if you are rostered for 5 hours on a Monday, then the part day leave booking for that day must be less than 5 hours.
You can check your rostered hours by selecting 'Work Pattern Enquiry' under the Leave menu.
2. All Long Service Leave less than one month must be **booked in multiples of seven calendar days**.
3. **Half-pay** Long Service Leave is not able to be booked through HR Online. Please complete a paper leave application form if requesting the half-pay option.
4. Staff working **variable hours** must book their leave based on their rostered hours (not their planned variable hours). All debits/credits to be carried forward will be managed at the local level.
5. **Pay in advance** - Following is an example of how pay in advance works:



When you book leave and select 'Yes' in the Advance Pay field, you are paid for the current pay period plus all complete pay periods which follow. In this case, the current pay period plus the next 2 periods.

Deleting a pending leave booking (leave booking not yet approved):

1. From Leave menu, select 'View Transactions'
2. Tick 'Delete' box
4. Click on the 'Delete' button

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level
<input checked="" type="checkbox"/>	28	One, Staff Member	Annual Leave	03-MAR-2008	07-MAR-2008	1

Reversing an approved future leave booking:

1. Select 'Leave Request'
2. Click on 'Reverse' next to the appropriate leave booking you wish to have reversed
3. You will be emailed once your manager has processed the reversal

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %
1. Reverse	03-MAR-2008	07-MAR-2008	AL - Annual Leave	35.00	Hours		N	