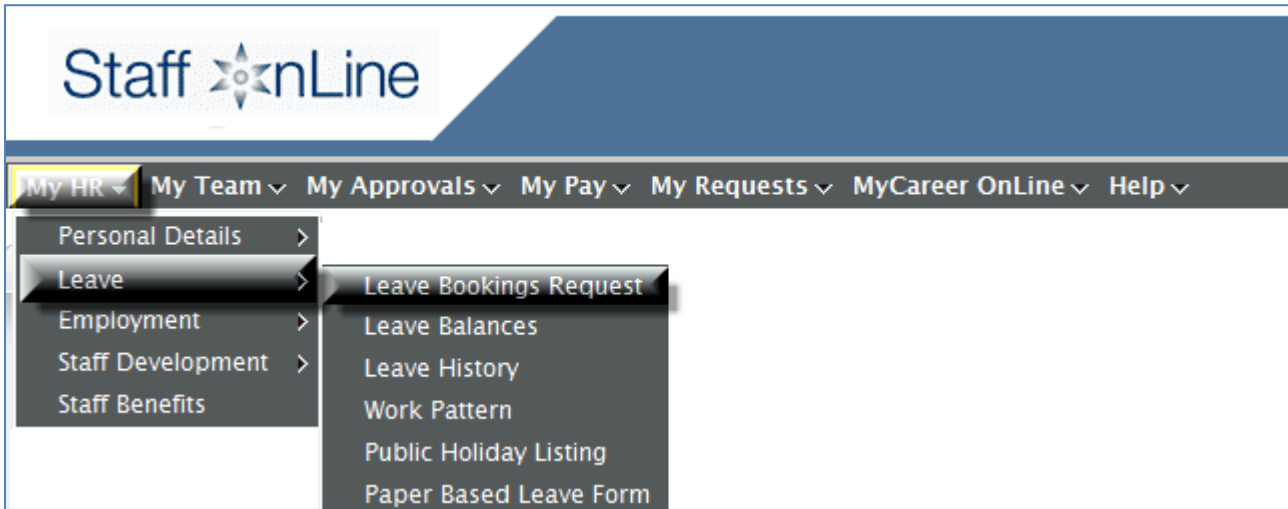


# Booking part day leave online

To apply for a part day leave booking, from the main menu in Staff OnLine navigate to “My HR” then select “Leave” and then “Leave Bookings Request”.



The next screen you see is the standard Leave Bookings Request screen. Select ‘Part Day Leave Booking’

Person: H9149668, Ms Love Heart  
Job: 01, Administrative Officer

**Leave Requests**

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. FLEX - Flex Leave	01	11-JAN-2016	11-JAN-2016	3.50	Hours			Submitted
2. LONG - Long Service Leave	01	08-DEC-2015	30-DEC-2015	77.00	Hours			Submitted

**Whole Day Leave Booking** **Part Day Leave Booking**

**Leave Balances**

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	01	03-DEC-2015	04-DEC-2015	-3.811	Hours
Long Service Leave	01	03-DEC-2015	04-DEC-2015	374.478	Hours
Personal Leave	01	03-DEC-2015	01-JAN-2016	3.362	Hours
Sick Leave	01	03-DEC-2015	04-DEC-2015	902.789	Hours
Time in Lieu	01	03-DEC-2015	04-DEC-2015	0	Hours

**Future Leave Bookings**

Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
01	07-JAN-2016	15-JAN-2016	AN - Annual Leave	49.00	Hours	N			498689		

Once you have clicked on the “Part Day Leave Booking” link you will be presented with the “Part Day Leave Request” data entry screen. The main difference between a part day leave booking and a whole day leave booking is that for the part day you are only required to enter a single date and the number of hours you are applying for, whereas for a whole day leave booking you need to enter the start date, the end date and the unit (ie hours)

**Part Day Leave Request**

Job Number	01
Leave Code	
Start Date	11-SEP-2012
Hours	
Medical Cert.	
Medical Certificate File	Browse...
Certificate No	
Doctor	
Surgery Address1	
Surgery Address2	
Cert. Issue Date	
Cert. Valid From	
Cert. Valid To	
Other Doc.	
Reason	
Comment	

**Whole Day Leave Request**

Job Number	01
Leave Code	
Start Date	11-SEP-2012
End Date	
Unit	
Medical Cert.	

Once you have entered your leave information, select ‘Insert’ and

**Comment**

Insert Clear

Once you see the ‘Success! Row Inserted’ message you will know that your part day leave request has been submitted to your Supervisor for review.

Person: H9149668, Ms Love Heart  
Job: 01, Administrative Officer

**Part Day Leave Request**

Success! Row inserted

Job	01
Leave Code	SIC - Sick Leave
Start Date	18-NOV-2015
End Date	18-NOV-2015
Hours	3.50
Medical Cert.	No
Other Doc.	
Reason	
Comment	

[Back to Leave Requests List](#)