## Leave Code Request Form

# HR Information Systems



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| Leave Code Definition |

Leave Code:       Leave Code Description:

Leave Type: Choose an item.

Entitlement required? Choose an item.

Public holidays included in booking amount? Choose an item.

Public holidays attract payment? Choose an item.

Include public holidays as work days for adjustments? Choose an item.

RDO’s included in booking amount? Choose an item.

Lost service affects qualifying period? Choose an item.

Leave affects occupancy review date? Choose an item.

Use Actual or Actual plus Prorata for validation of booking? Choose an item.

Bookings allowed to exceed the available balance? Choose an item.

Leave balance projected from booking start or end? Choose an item.

Overlapping leave bookings allowed? Choose an item.

Allow leave to be booked after the entitlement end date? Choose an item.

Paycode associate with payment of leave?

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| Additional Leave Configuration |

Allow leave bookings to be viewed in Staff OnLine? Choose an item.

Allow leave to be booked in Staff OnLine? Choose an item.

Are allowances paid whilst staff are on this leave? Choose an item.

If Yes, list comparable leave code to copy allowances from.

Are percentage based deductions (i.e. unions) to include this paycode? Choose an item.

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| **HRIS UNIT USE ONLY:** |
| **Actioned by:** |  | **Date:** |  |
| **Checked by:** |  | **Date:** |  |
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