MyAurion - Leave
Leave Application

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Purpose: This guide lists the steps required to submit a leave application online for single and multiple placements.

The following leave types can be submitted through MyAurion:

- Annual/Recreation leave
- Carer's leave (non-cumulative)
  - 3 days or less
  - greater than 3 days (with medical certificate)
- Personal leave (sick & carer's)
  - Carer's - 3 days or less
  - Carer's - greater than 3 days (with medical certificate)
  - Carer's - unpaid 2 days or less
  - Sick – 3 days or less
  - Sick – greater than 3 days (with medical certificate)
- Other Paid leave
  - Compassionate leave
  - Exam leave
  - Jury Service
  - Toil (Time of in Lieu of Overtime or Uni holidays)
  - Flex/VBT
  - Study
  - Special Leave to attend course

A Manual leave application form can be accessed here to apply for the following leave types outside of MyAurion:

- Long Service leave
- Parental leave
- Partner leave
- Unpaid Personal leave up to 3 months
- Unpaid Personal leave >3 months
- Leave without pay
- Academic additional sick leave
- Special leave (pay and unpaid)

Information on Escalation of MyAurion requests:

- If the supervisor's position is vacant, the Leave request automatically escalates to the actual supervisor's supervisor.
- The Leave request will escalate where the supervisor is on leave for a period of greater than 5 days and no-one is acting in the supervisor's position. Day 1 starts on the date the TK form is submitted.
- Leave prior to the request submission does not contribute to 'escalation of greater than 5 days'.
- Weekends and Public Holidays do not contribute to 'escalation of greater than 5 days'
- Where there is leave that is consecutive but not one block of leave, no escalation of greater than 5 days occurs unless, the first block of leave is greater than 5 days on submission of the Leave request.
- If your supervisor is away and another staff member is acting in that position the Leave request will be sent to the staff member acting in your supervisor's position. (Refer to examples in this document)

Steps	Instruction – How to submit a Leave Application with one placement
Step 1	From the MyAurion tab, click the Leave button to access the grids in the Leave summary panel on the left-hand side of the Leave portal, as shown below.
Step 2	From the Leave grid, click the Apply button. The Leave Application detail panel displays on the right-hand side of the Leave portal, as shown below. **Note:** The Apply button can also be accessed from the Leave grid on the Home summary panel.

Steps	Instruction – How to submit a Leave Application with one placement
Step 3	Complete the following fields displayed on the Leave Application detail panel: • Leave Type – Select the type of leave being taken. **Note:** If the required leave type is not listed, you will need to complete and submit a manual Leave Application form. For details on how to access this form, refer to Step 6. • Days – Select the length of leave being taken. • From – Enter the date of your first day of leave. If absent for one day only, enter that date. **Note:** Leave cannot commence on a public holiday, rostered day off (RDO) or other non-work day. • To – Enter the date of your last day of leave. **Note:** This field only displays when the Days field is set to Multiple Full Days. • Prepayment – Select this checkbox if prepayment is required. **Note:** This field only displays when the Days field is set to Multiple Full Days and the leave type selected is either Annual/Recreation or Annual/Recreation no Loading. • Part Day Hours – Enter the number of hours that you will be absent from work. **Note:** This field is only displayed when the option Part Day has been entered in the Days field. The following is an example of a completed leave application.

Steps	Instruction – How to submit a Leave Application with one placement
Step 4	Click the Confirm button. The Confirm pop-up window displays, as shown below. The following fields are displayed on the Confirm pop-up window: • **Details** – The details of the leave being requested. • **Send To** – The supervisor of your position who will receive this leave request to approve. If the default supervisor listed is not correct, contact your local HR/Finance Officer to have your placement details updated prior to submitting the leave request. • **Message** – Free text field where you may wish to include information to the supervisor in support of your request.
Step 5	From the Confirm pop-up window, click the Confirm button. The leave request is added to the Leave History grid and given a Pending status. MyAurion sends an email to the supervisor for approval. When approved, MyAurion sends you an email confirming the leave request and the status of the request is updated to Approved. You can view the message sent to the nominated approver from the Mail Sent grid in the Home summary panel.

Steps	Instruction – How to submit a Leave Application with one placement
Step 6	If the required leave type is not available for selection in MyAurion, a manual Leave Application form must be completed. The manual Leave Application form is accessed from the Leave Application panel by selecting the Leave Form hyperlink provided. When the Leave Form hyperlink is selected, the Leave Application form is displayed. Complete all applicable fields on this form and send a printed or electronic copy to your supervisor for approval.

Multiple Placement Holders

For multiple placement holders, you will have leave balances recorded against each placement. If you are applying for leave and your absence covers more than one placement, a leave request must be submitted for each placement affected. This is because MyAurion allocates a separate employee number for each placement you hold with the University.

Before applying for leave, you should make note of the work pattern recorded for each of your placements to ensure your leave request is correctly distributed across each placement.

To locate the work pattern recorded for each placement, complete the following steps:

1. Click the Person Placement drop-down list provided below the menu bar and select the required placement.
2. From the MyAurion tab, click the Job button to access the grids in the Job summary panel on the left-hand side of the Job portal.
3. From the Current Job grid, click the Expand icon (and select the record listed. The Current Job Details detail panel displays on the right-hand side of the Job portal.
4. Scroll to the bottom of this panel to view the Work Pattern for the selected placement.

The following is an example of a work pattern for a part-time employee.

Processing Examples

The following processing examples illustrate how different work patterns affect the way Single and Part Day leave requests are submitted.

Example Work Pattern 1:

Employee No.	Work Pattern				
	Mon	Tue	Wed	Thur	Fri
1234567	4:00	4:00	4:00	4:00	4:00
	Mon	Tue	Wed	Thur	Fri
9876543	3:15	3:15	3:15	3:15	3:15

In the above example, the hours against each placement are the same each weekday. If a full day of leave is taken on the Monday, leave should be applied for as follows:

Employee No. 1234567 – a SINGLE FULL DAY of leave is applied for (that is, 4:00 hours)

Employee No. 9876543 – a SINGLE FULL DAY of leave is applied for (that is, 3:15 hours)

Note: In this instance the SINGLE FULL DAY, option is required, as you are taking the equivalent of a full day of leave from each placement. However, if only two hours is taken on the Monday, a PART DAY leave request should be submitted against the relevant employee number.

Example Work Pattern 2:

Employee No.	Work Pattern				
	Mon	Tue	Wed	Thur	Fri
1234567	7:15	7:15	7:15		
	Mon	Tue	Wed	Thur	Fri
9876543				7:15	7:15

In the above example, the employee does not work Monday to Friday in each placement. If a full day of leave is taken on the Monday, leave should be applied for as follows:

Employee No. 1234567 – a SINGLE FULL DAY of leave is applied for (that is, 7:15 hours)

Note: In this instance, the leave balance for the second employee number is not impacted.

Submitting a Leave Application for Multiple Placements

Steps	Instruction – How to submit a leave application for multiple placements
Step 1	From the MyAurion tab, click the Person Placement drop-down list provided below the menu bar and select the required placement. **Note:** Items listed in the Person Placement field that do not contain any placement data are not active placements and do not accrue leave.

Steps	Instruction – How to submit a leave application for multiple placements
Step 2	From the MyAurion tab, click the Leave button to access the grids in the Leave summary panel on the left-hand side of the Leave portal, as shown below.
Step 3	From the Leave grid, click the Apply button. The Leave Application detail panel displays on the right-hand side of the Leave portal, as shown below. **Note:** The Apply button can also be accessed from the Leave grid on the Home summary panel.

Steps	Instruction – How to submit a leave application for multiple placements
Step 4	Complete the following fields displayed on the Leave Application detail panel: • Leave Type – Select the type of leave being taken. **Note:** If the required leave type is not listed, you will need to complete and submit a manual Leave Application form. For details on how to access this form, refer to Step 8. • Days – Select the length of leave being taken. • From – Enter the date of your first day of leave. If absent for one day only, enter that date. **Note**: Leave cannot commence on a public holiday, rostered day off (RDO) or other non-work day. • To – Enter the date of your last day of leave. **Note:** This field only displays when the Days field is set to Multiple Full Days. • Prepayment – Check this checkbox if prepayment is required. **Note:** This field only displays when the Days field is set to Multiple Full Days. • Part Day Hours – Enter the number of hours that you will be absent from work. **Note:** This field is only displayed when the option Part Day has been entered in the Days field. The following is an example of a completed leave application.

Steps	Instruction – How to submit a leave application for multiple placements
Step 5	Click the Confirm button. The Confirm pop-up window is displayed, as shown below. The following fields are displayed on the Confirm pop-up window: • Details – The details of the leave being requested. • Send To – The default supervisor to whom the request will be sent for approval. If the supervisor listed is not correct, contact your supervisor to have your placement details updated by HR/Finance Officer prior to submitting the leave request. **Note:** when your supervisor is on leave of more than five days from the date the leave request is submitted, the leave request will automatically be sent to the next available approver in the hierarchy. This will most likely, but not always, be your supervisor's supervisor. • Message – Free text field where you may wish to include information to the supervisor in support of your request.
Step 6	From the Confirm pop-up window, click the Confirm button. The leave request is added to the Leave History grid and given a Pending status. MyAurion sends an email to the supervisor for approval. When the request is approved, MyAurion sends you an email confirming that your leave request has been approved, and the status of the request is updated to Approved. You can view the message sent to the approver from the Mail Sent grid in the Home summary panel.
Step	If the required leave type is not available for selection in MyAurion, a manual Leave Application form must

Steps	Instruction – How to submit a leave application for multiple placements
7	be completed and submitted for approval. A separate Leave Application form will need to be completed and submitted for each placement affected by the leave request. The manual Leave Application form is accessed from the Leave Application page by selecting the Leave Form hyperlink provided at the top of the page, as shown below. When the Leave Form hyperlink is selected, the Leave Application form is displayed. Complete all applicable fields on this form and send a printed or electronic copy to your supervisor for approval. **Note:** A separate Leave Application form will need to be completed for each placement affected by the leave request.

Leave requests escalate to the actual supervisor's supervisor when the following occurs:

- The supervisor's position is vacant.
- The supervisor is on Leave for a period of greater than 5 days.
- Where there are two or more types of leave with consecutive dates and the first leave type is greater than 5 days.

	JANUARY	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Outcome
		Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	
Scenario 1	Supervisor	Rec Leave			Rec Leave	Rec Leave	Rec Leave	Rec Leave	Rec Leave			Work	Public Hol	Work	Work	Actual supervisor's supervisor will receive Leave Request - escalates as leave is greater than 5 days from submission date
	Employee	Leave Submit Day 1			Day 2	Day 3	Day 4	Day 5	Day 6							
Scenario 2	Supervisor	Work			Rec Leave	Rec Leave	Rec Leave	Rec Leave	Rec Leave			Work	Public Hol	Work	Work	Actual supervisor will receive the Leave Request - supervisors leave from submission date is 5 days
	Employee				Leave Submit Day 1	Day 2	Day 3	Day 4	Day 5							
Scenario 3	Supervisor	Rec Leave			Rec Leave	Rec Leave	Rec Leave	Rec Leave	Rec Leave			Rec Leave	Public Hol	Work	Work	Actual supervisor will receive the Leave Request - supervisors leave from submission date is 5 days
	Employee					Leave Submit Day 1	Day 2	Day 3	Day 4			Day 5				
Scenario 4	Supervisor	Work			Work	Work	Work	Rec Leave	Rec Leave			Rec Leave	Public Hol	Rec Leave	Rec Leave	Actual supervisor will receive the Leave Request – supervisors leave from submission date is 5 days. **Note:** P/H and weekends are not counted towards the escalation period
	Employee							Leave Submit Day 1	Day 2			Day 3		Day 4	Day 5	
Scenario 5	Supervisor	Work			Carers Leave	Carers Leave	Carers Leave	Sick Leave	Sick Leave			Sick Leave	Public Hol	Work	Work	Actual supervisor will receive the Leave Request – as the leave is in two blocks Aurion only looks at the first period of leave that is only 3 days from submission date
	Employee				Leave Submit Day 1	Day 2	Day 3									
Scenario 6	Supervisor	LSL			LSL	LSL	LSL	LSL	LSL			Rec Leave	Public Hol	Rec Leave	Rec Leave	Actual supervisor's supervisor will receive the Leave Request - escalates as the first block of leave is greater than 5 days from submission date
	Employee	Leave Submit Day 1			Day 2	Day 3	Day 4	Day 5	Day 6							
Scenario 7	Supervisor	Vacant			Vacant	Vacant	Vacant	Vacant	Vacant			Vacant	Public Hol	Vacant	Vacant	Actual supervisor's supervisor will receive the Leave Request - escalates as the supervisor's position is vacant at the time the request is submitted
	Employee				Leave Submit Day 1	Day 2	Day 3	Day 4	Day 5							