

Leave Overview

All leave must be approved by your Manager. Managers should discuss leave arrangements with staff members, as part of the annual work planning process to ensure such arrangements form part of the workforce planning and budget processes in work areas.

The factors to be determined when considering an application for planned leave:

- Availability of paid leave entitlements
- Ability to maintain service provision
- Replacement staffing
- Operational impact for the work group
- Administrative services which RMIT continues to provide to the staff member
- Implications of not being able to grant reasonable requests for leave.

Managers responsibilities	To...
Approval of leave	<ul style="list-style-type: none"> • Approve the leave. • Forward any documentary evidence to Human Resources ensuring details of the manager and staff member, who the documents relate to, are noted on the back of the document.
Annual leave	<ul style="list-style-type: none"> • If annual leave requests remain unprocessed after 14 days of being created, you will receive a reminder email advising you that you have a further seven days to approve or reject the entry. • If the annual leave request remains unprocessed (approved or rejected) 21 days after creation, the leave request will be automatically approved.
Management of excess leave	Regularly run relevant leave reports to review excess leave in local work area.

When an employee requests leave, the system checks the employee's work schedule to determine:

- if the absence is entered on a work day, a non-working day, or a public holiday
- if there is sufficient leave quota to cover the absence
- the correct absence hours for the leave period are entered
- an entry with an existing time data for the same day does not occur.

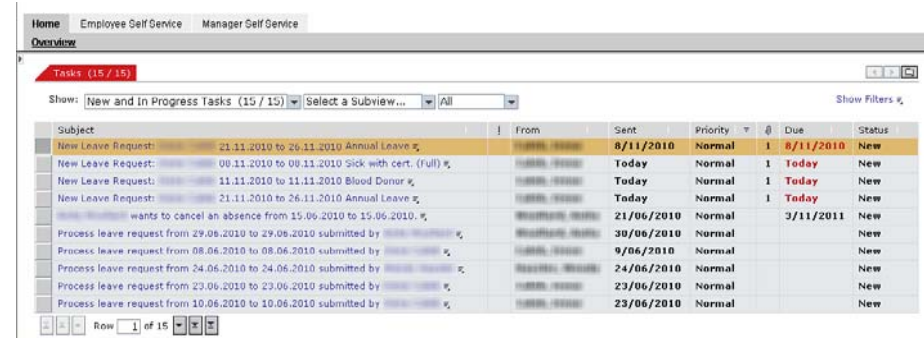
Leave requests waiting for approval

Leave applications awaiting approval, display on the *ESS Overview* page. Notification of new applications will be also sent to the approvers email address.

View and authorise leave requests

To view leave requests:

- 1 From the *Home Overview* screen, click the Leave request you wish to view



The *Requests waiting for approval* screen displays.

Hide Worklist

Requests waiting for approval						
Date of Request	Requester	Type of Leave	From	To	Used	
7/11/2011	...	Annual Leave	8/11/2011	8/11/2011	7.20 Hours	

Requester has requested the following leave:

Type of Leave: Annual Leave

Date: 8/11/2011


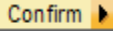
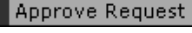
Duration: 7.2 Hours

Used: Annual Leave: 7.20 Hours

Leave Type	Today's balance	Future Leave
Annual Leave	130.82 Hours	7.20 Hours
Sick Leave	184.95 Hours	0.00 Hours
Time Off In Lieu	1.50 Hours	0.00 Hours


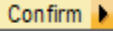
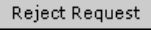
Previous Step Approve Reject

To approve a leave request:

- 2 Click the **Approve** button 
- 3 Click the **Confirm** button 
- 4 Click the **Approve Request** button 

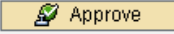


Note: When a leave request has been fully approved, a message displays in the staff member's *ESS Overview* advising that the leave has been approved.

To reject a leave request:

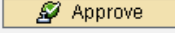


- 1 From the *Home Overview* screen, click the Leave request you wish to view. The *Requests waiting for approval* screen displays.
- 2 Click the **Reject** button 
- 3 Click the **Confirm** button 
- 4 Click the **Reject Request** button 

Note: If required, you can type a **Note for Requester** and send with a leave approval or rejection.

To approve TOIL Accrual request:

- 1 Click the **Approve** button 
- 2  Your approval has updated the workflow successfully.
- 3 When you see the above message you have successfully approved the TOIL request. Click the **Close Window** button 

To Reject TOIL Accrual request:

- 1 Click the **Reject** button 
- 2  Your rejection has updated the workflow successfully.
- 3 When you see the above message you have successfully rejected the TOIL request. Click the **Close Window** button 

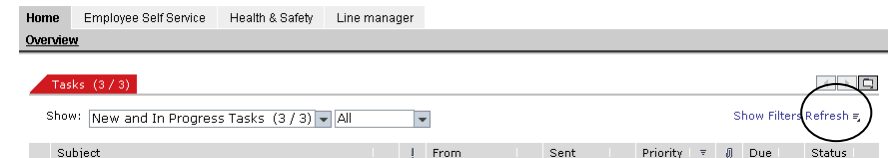
Browser notes

- Note:** When accessing ESS, Mac users must use Firefox as the internet browser and PC users can use Firefox or Internet Explorer.
- Note:** When navigating within the ESS portal, ensure that you only use options within ESS. Do not use browser navigation buttons, as they may exit you from the portal.
- Note:** If leave requests do not display on your **RMIT** computer, add ***.rmit.edu.au** to your pop-up blocker exceptions.

- In Internet Explorer:
 - 1 Select **Tools > Pop-up Blocker > Pop-up Blocker Settings**
 - 2 Type **.rmit.edu.au*
 - 3 Click the **Add** button
 - 4 Click **Close**
- In Firefox (PC):
 - 1 Select **Tools > Options**
 - 2 Click **Content**
 - 3 Click the **Exceptions** button for **Block popup windows**
 - 4 Type **.rmit.edu.au*
 - 5 Click the **Allow** button
 - 6 Click **Close**
- In Firefox (Mac)
 - 1 Select **Firefox > Preferences**
 - 2 Click **Content**
 - 3 Click the **Exceptions** button for **Block pop-up windows**
 - 4 Type **.rmit.edu.au*
 - 5 Click the **Allow** button
 - 6 Close the dialog box

Note: If leave requests do not display on your **personal** computer, read the pop-up warning message and select either to **Temporarily Allow Pop-ups** or **Allow Pop-ups for this Site**.

Note: If a recently approved leave request still displays as a New request on the *Home Overview* screen, click the **Refresh** link to refresh the list.



Reminder email and automatic leave approval

Any leave requests remain unprocessed after 14 days of being created, you will receive a reminder email advising you to action the request.

If annual leave requests remain unprocessed after 14 days of being created, you will receive a reminder email advising you that you have a further seven days to approve or reject the entry.

If the annual leave request remains unprocessed (approved or rejected) **21 days** after creation, the leave request will be automatically approved.

Further Information

For further information on Employee Self Service, please view the ESS web page <http://www.rmit.edu.au/staff/it/ess>

For further information, on Leave Approval, please view the RMIT Leave Policy procedure <http://www.rmit.edu.au/browse;ID=jekh22uu4i06> or contact your Human Resources consultant.

Note: ESS passwords are case-sensitive.