



# Applying for leave in Themis

Staff Self Service allows you to apply for a variety of leave as well as view leave you have applied for.

**Note:** some types of leave are not available for application in Themis: 48/52 leave, special studies programs, paid maternity and adoption leave. To apply for these types of leave you will need to complete the appropriate HR application form available from the HR forms library.

## Creating a leave request

1 Log on to Themis via your Staff Self Service responsibility and select **My Leave Details > Leave of Absence**.

The Leave of Absence screen will display. **Note:** click on the **Entitlement Balances** tab to check your leave balance prior to submitting your absence request (refer to *Viewing Leave Balances* reference card for further details).

**Leave of Absence: Summary**

**Absence Summary** | Entitlement Balances

To create a new absence request, click the Create Absence button below. To update the details of an existing absence request, select the appropriate icon in the table.

**Search**

To search for specific absences, enter search criteria and click on the Go button.  
Note that the search is case insensitive

Absence Type:  Start Date:  (example: 24-Apr-2013)  
Approval Status:  End Date:

Previous 1-10 Next 10

Start Date	End Date	Absence Type	Absence Category	Duration Days	Approval Status	Supporting Documents	Details	Update	Delete
05-Sep-2012	07-Sep-2012	LWOS Non Superable	Leave Without Salary	3	Approved				
27-Aug-2012	04-Sep-2012	Annual Leave Standard	AU Annual Leave	7	Approved				
10-Jun-2010	10-Jun-2010	Sick Leave	AU Sick Leave	0.5	Approved				

2 Click on the **Create Absence** button.

The Create an Absence Request screen will display.

**Create Absence: Enter Absence Details**

Use this page to apply for an absence. Requests for some types of absences are not possible using self service.

\* Indicates required field

Absence Status: Confirmed  
\* Absence Type:   
Absence Category:   
Absence Reason:   
Duration: \* Start Date:  (example: 29-Jul-2013)  
End Date:

**TIP** Start Date is required.  
If applying for a partial day absence, click on 'Calculate Duration' first, then update the Days field accordingly.

Days  
Total:

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

3 Enter your leave/absence details.

Field	Action	Comment
Absence Type	Select the type of leave for which you wish to apply from the drop-down list.	<b>Note:</b> this list will only contain leave types you can apply for via Staff Self Service.
Absence Category	The absence category will default from the absence type selected above.	
Absence Reason	Select the appropriate reason from the drop-down list, if required.	<b>Note:</b> this field will only become active for certain leave types (e.g.: Family Leave).
Duration - Start Date	Enter the date you wish to commence your leave or click on the <b>Calendar</b> icon to select the required date.	The date should be entered in the format <b>DD-MMM-YYYY</b> (e.g.: 01-Nov-2013).
Duration - End Date	Enter the end date for your period of leave, or click on the <b>Calendar</b> icon to select the required date.	The date should be entered in the format <b>DD-MMM-YYYY</b> (e.g.: 01-Nov-2013).

**4** Click on the **Calculate Duration** button.

This will calculate the actual number of days requested (taking into account your work pattern, weekends and University holidays). You may override this calculation if required (e.g.: if taking half a day's leave you may enter 0.5 in the Days field).

**5** Complete the **Further Absence Details** fields, if required.

The fields under this section will display only if required (e.g.: when applying for sick leave the Certificate Required and Certificate Received fields will display).

**6** Enter any comments regarding your request, if required.

**Note:** the comments entered in this field will be recorded against the leave record in Themis. If you wish to provide a comment for your supervisor only, use the Comments to Approvers field in the Review screen.

**7** Click on the **Next** button.

This will take you to a Review screen where you can check the details entered and correct them if required, attach support documentation, add any comments to your approver, as well as add additional approvers/recipients. The Review screen also enables you to check your balance (**note:** the balance will not take into account any unapproved leave, i.e.: the current leave request will not be taken into account).

Create Absence: Review

Cancel Printable Page Save For Later Back Submit

Review your changes and, if needed, attach supporting documents.

**Absence Details**

Proposed	
Absence Status	Confirmed
Absence Type	Sick Leave
Absence Category	AU Sick Leave
Start Date	25-10-2013
End Date	25-10-2013
Days	1

**View Entitlement Balances**

You are able to view leave entitlements by placing the cursor directly over the 'View Entitlement Balances' text on the right. [View Entitlement Balances](#)

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Save Attachments

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	MCQUILLAN, Julia	HR People	1	Approver		

Click the **Back** button to return to the details screen and make any changes, or use the **Cancel** button to cancel the action completely.

**8** Click on the **Submit** button.

You will receive a confirmation that your application has been submitted to your supervisor for approval.

**Notification of leave requests****Approver**

Your approver will receive a notification of your leave request in their Worklist as soon as you submit it.

[Leave of Absence for ESTER, MS POLLY](#)

If the leave request is not actioned that day, an overnight email will be sent to your approver advising that they have a notification in their Worklist that requires their action.

**Staff Member**

You will receive a notification in your Worklist advising that your request has been forwarded to your approver for action.

[Leave of Absence has been forwarded for approval to RHODES, MS DUSTY](#)

You will receive a notification in your Worklist advising that the request has been actioned by your approver. **Note:** an email is *not* sent to the staff member when a request is actioned.

[Leave of Absence for ESTER, MS POLLY has been approved](#)