Requests for annual leave should be submitted to your manager through Employee Self Service (ESS). Please see below the steps involved in applying for annual leave and interpreting your balance:

1. Log on to ESS and select the ‘Leave Requests’ tab on the left hand side

2. To the right of this screen you will see ‘My Balances’ which shows your annual leave balance in hours

3. At the top of this screen you will see your ‘Work Week’ or work pattern. The work pattern represents your start time, finish time and hours worked per day (in hours and minutes). The hours worked per day in this case are 7 hrs and 3 hrs and 30 minutes or 3.5 hrs per day in decimal form.

4. Based on the example above, in order to determine how many days of annual leave you have remaining, use the following method:

\[
\text{(Balance in hours)} \div \text{(hours per \( \frac{1}{2} \) day in decimal form)}
\]

\[
(217 \text{ hrs}) \div (3.5 \text{ hrs}) = 62 \frac{1}{2} \text{ days} = 31 \text{ days}
\]
5. To book your leave, select the Book Time Off button and the following screen will appear.

If you are scheduled to work a half-day/partial day (e.g. 09.30 – 13.00), **you must book this as a full day of leave**, the system will only deduct your scheduled hours of work for that day, e.g. 3 hours. **You are not permitted to book half of a partial day.** When submitting an annual leave request, please ensure you select ‘No’ for ‘Is this part day leave’.

If you are scheduled to work a full day (e.g. 9.00am – 5.00pm), **you can book this as a full day or half-day**. If booking a half-day, complete the fields below:
6. When your annual leave request is approved, your annual leave balance will reduce by the hours per day, for example based on the case above:

**Balance in hours** = 217 hrs  
**Booked 2 days annual leave** = 7 hrs + 3.5 hrs = 10.5 hrs  
**New balance in hours** = 217 hrs – 10.5 hrs = 206.5 hrs  
**New balance in days** = 206.5 hrs divided by 3.5 hrs = 59 ½ days = 29.5 days

![Image of Leave Request and Balance](image)

7. **NOTE**: Please ensure to hold enough hours to cover the 5 reserve days at Christmas