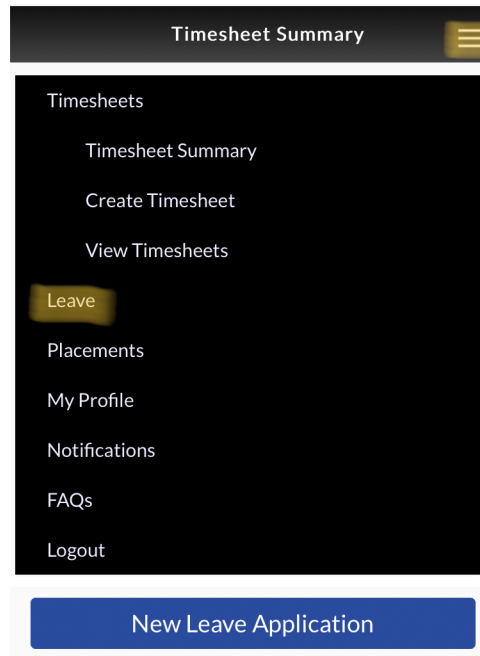
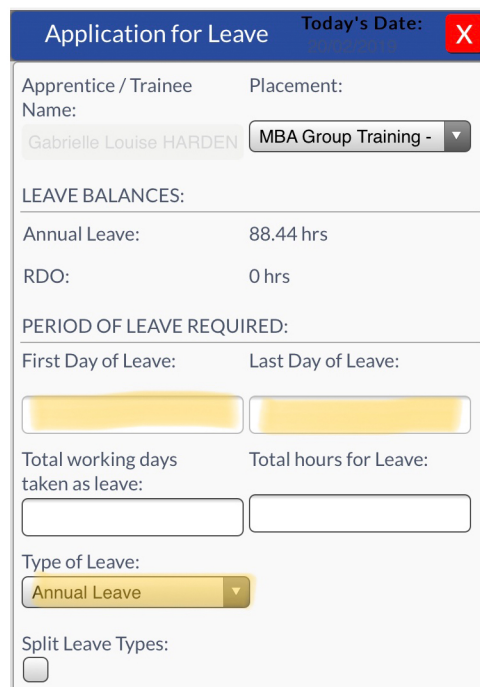


MBA Group Training in partnership
with Code House integrated Payroll
Leave Application Form

To create a new leave application form go to the menu bar select **Leave** then click **New Leave Application**.



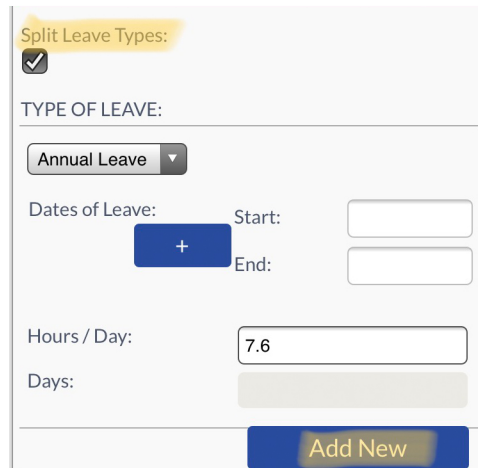
Enter your first and last day of leave under period of leave required. Using the drop down menu select the leave type you are wanting to use (Annual Leave, RDO, Unpaid Leave or Public Holiday).



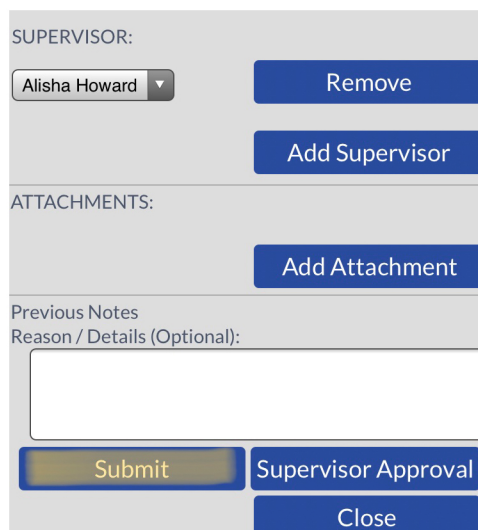
The screenshot shows a web form titled 'Application for Leave' with a 'Today's Date:' field and a close button (X). The form contains the following sections:

- Apprentice / Trainee Name:** Gabrielle Louise HARDEN
- Placement:** MBA Group Training - (dropdown menu)
- LEAVE BALANCES:**
 - Annual Leave: 88.44 hrs
 - RDO: 0 hrs
- PERIOD OF LEAVE REQUIRED:**
 - First Day of Leave: [text input field]
 - Last Day of Leave: [text input field]
- Total working days taken as leave:** [text input field]
- Total hours for Leave:** [text input field]
- Type of Leave:** Annual Leave (dropdown menu)
- Split Leave Types:**

If you are wanting to use two or more types of leave, tick **Split Leave Types**. Under type of leave use the drop down menu to select the leave type you want to use and the dates for each selection. Once this is complete click add new.



Once completed, check your dates and hours entered are correct. Any additional attachments or notes can be added if required. From here click **Submit** to send to your supervisor for final approval.



An email notification will be sent to you once your leave application has either been approved or rejected by your supervisor.

When you create a timesheet for a week that already has an approved leave application form your leave hours will automatically enter onto the timesheet for that week ending.

Any further questions you have please don't hesitate to contact our office on 02 4979 0170.