

# How to Apply: Purchased Leave

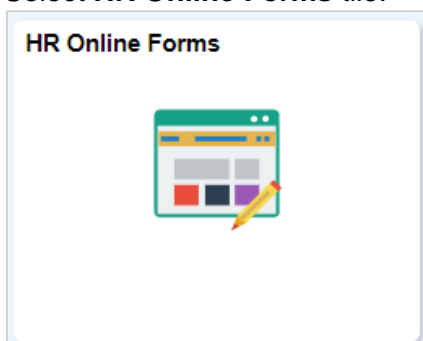
## Introduction

This guide describes how to complete the online form that an eligible staff member must submit to enter into a Purchased Leave arrangement. Please ensure that you have read and understood the information regarding Voluntary Flexible Work Arrangements on our [website](#), prior to completing the online form.

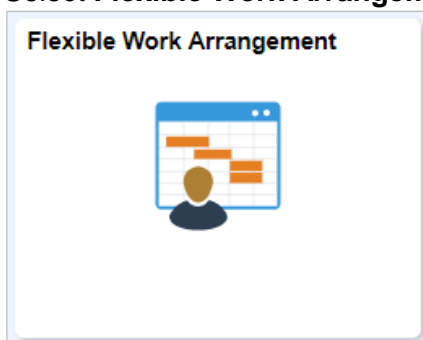
## Procedure

1. Log into Staff Services Online (SSO).

2. Select **HR Online Forms** tile.



3. Select **Flexible Work Arrangement** tile.



4. Read the information displayed on the page now in front of you to ensure you are choosing the appropriate flexible work arrangement type.

5. Click **Initiate a Request** to start completing a form.

**How to Apply**

You need to discuss with your supervisor your proposal to participate in a flexible work arrangement. Once agreed in principle, the Flexible Working Arrangement online form can be completed by clicking on the relevant button below.

I want to:

**Initiate a Request** View a Request End an Arrangement

6. Click on the calendar icon and select your Commencement Date, please select one of the highlighted dates, as this arrangement must start at the beginning of a pay period.

Commencement Date

October 2017

S	M	T	W	T	F	S
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				

Current Date

**Note:** Dates highlighted in yellow indicate the commencement of a pay period.

7. If you hold multiple positions with the university, please select which position this request applies to.

**Position Information**

You must submit a separate Flexible Work Arrangement request for each position. Please select which position this Flexible Work Arrangement request applies to:

Position Description	Department
<input type="checkbox"/> Senior Executive Officer	School of Biological Sciences
<input type="checkbox"/> School Manager, Biological Sciences	School of Biological Sciences

8. Select **Purchased Leave** from the dropdown list.

**Flexible Work Arrangement Type**

Please select arrangement type

Please note, you will only see the arrangements available for the commencement date

Compressed Weeks  
**Purchased Leave**  
 Reduced Employment Fraction

9. Click **Next**.

10. The End Date is prepopulated with 12months from the Commencement Date and cannot be changed unless the Commencement Date is adjusted.

**Note:** If you are on a fixed term arrangement, please ensure that you have at least 13 months remaining on your contract to be eligible for this arrangement

11. Select the number of weeks of leave to be purchased from the dropdown list.

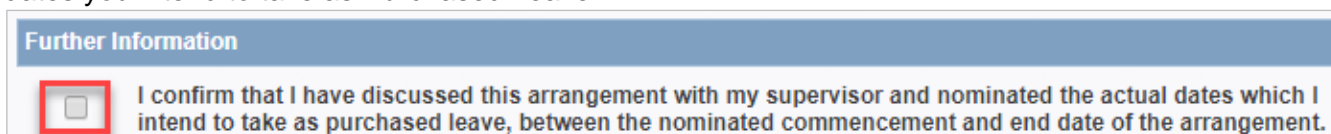


Select the number of weeks of leave to be purchased

Further Information

I confirm that I have discussed this arrangement with my supervisor and have nominated the actual dates which I intend to take as purchased leave, between the nominated commencement and end date of the arrangement.

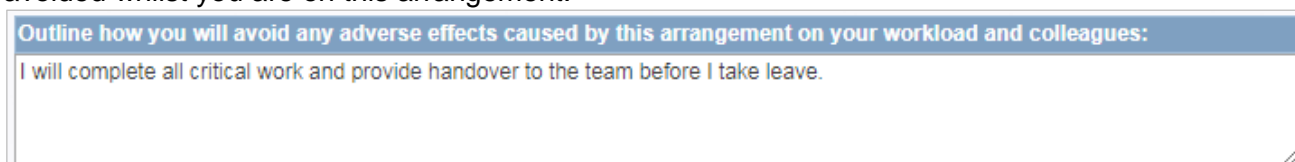
12. Click to confirm you have discussed the arrangement with your supervisor and have nominated the dates you intend to take as Purchased Leave.



Further Information

I confirm that I have discussed this arrangement with my supervisor and nominated the actual dates which I intend to take as purchased leave, between the nominated commencement and end date of the arrangement.

13. Type a short explanation of how any adverse effects on your workload and colleagues will be avoided whilst you are on this arrangement.



Outline how you will avoid any adverse effects caused by this arrangement on your workload and colleagues:

I will complete all critical work and provide handover to the team before I take leave.

14. Review the form and then click **Submit**.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)