

4. Enter the leave details and **Submit** request:

Higher Education Officer Lvl 5

Instructions

Instructions
This page enables you to apply for all types of leave except for Parental Leave. Refer to 'Help' or contact the HR Service Centre on 8313 1111 for information about Parental Leave.

Leave at Half Pay
Please note that when you select the Half Pay reason for LSL or Annual Leave the duration will still show your normal hours. The amount of hours to be deducted from your LSL or Annual Leave balance can be seen by clicking on the **View Forecast Details** link (available after clicking on the **Forecast Balance** button).

Special Leave
Access to *Special Leave – COVID-19 discretionary benefit* is at the discretion of the University. Please see the the [Information Sheet](#) for further details.

Note
The **Save for Later** button allows you to edit your proposed leave request at a later time.
The **Submit** button forwards your request for consideration.

Absence Detail ?

*Start Date [📅] View Monthly Calendar

*Absence Name

Comments

Approver Comments

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au