



# How to apply for family and domestic violence leave

## Entitlement - All Staff

The family and domestic violence leave entitlements for all staff members will increase to 10 days of paid leave per year as of 1 February 2023.

Information regarding the leave entitlement and support is available on our [Family and Domestic Violence](#) webpage.

## Submitting leave for Family and Domestic Violence:

### Continuing and Fixed Term Staff:

Continuing and Fixed Term staff are required to submit their Family & Domestic Violence Leave in [Staff Services Online \(SSO\)](#) by selecting **Special Leave** and then **Family and Domestic Violence**.

**Request Absence**

**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).

**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 Schedule](#)

End Date

\*Absence Name

\*Reason

Partial Days

Duration  Hours

**Comments**

Requestor Comments

**Results** [Personalize](#)  [First](#)

Approval Process	Workflow Action	Name	Action Date	Comment
Absence Request				

Go To [View Absence Request History](#)

### Casual Staff:

To claim Family and Domestic Violence Leave, casual staff will be required to submit a timesheet in [Staff Services Online \(SSO\)](#) for the hours they would have worked during that fortnight. Select the Timesheet tile, then Timesheet again.



### Casual Professional Staff:

1. Fill in your fortnightly timesheet by entering the hours you would have worked in the fortnight. Select the comments bubble against the date for which you are eligible to take "Family and Domestic Violence" Leave and select SUBMIT.

Timesheet

Casual Employee (Prof Staff) Employee ID Employee Record 1 Contract Number 0001 Activity Project Officer

Select Another Timesheet

\*View By Calendar Period Copy Previous Timesheet Previous Period Next Period

\*Date 14/01/2023

Reported Hours / Sessions 65.00

From 14/01/2023 to 27/01/2023

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	14/1	New						+	-
	Sun	15/1	New						+	-
	Mon	16/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Tue	17/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Wed	18/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Thu	19/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Fri	20/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Sat	21/1	New						+	-
	Sun	22/1	New						+	-
	Mon	23/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Tue	24/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Wed	25/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Thu	26/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Fri	27/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-

Save for Later Submit Clear

Type **“Special Leave – Family and Domestic Violence”** in the comments and select **APPLY**

**Comments**

Casual Employee (Prof Staff) Employee ID Employee Record 1

**Note**  
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 16/01/2023 Personalize | Find | View All | First 1 of 1 Last

Date	User ID	DateTime Created	Source	Comment
1 16/01/2023		12/05/2023 11:14AM	Time Reporting	Special Leave - Family and Domestic Violence

Add Comment

OK Cancel Apply

- The day/session against which a comment was made appears black. Once you are certain the correct sessions have been marked as “Special leave – Family and Domestic Violence”, select **SAVE FOR LATER**, or at the appropriate time in the payroll cycle, select **SUBMIT** to forward your timesheet for review and approval by the timesheet validator.

Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked during that fortnight.

Casual Employee (Prof Staff) Employee ID Employee Record 1 Contract Number 0001 Activity Project Officer

Select Another Timesheet

\*View By Calendar Period Copy Previous Timesheet Previous Period Next Period

\*Date 14/01/2023 Reported Hours / Sessions 65.00

From 14/01/2023 to 27/01/2023

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	14/1	New						+	-
	Sun	15/1	New						+	-
	Mon	16/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Tue	17/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Wed	18/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Thu	19/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Fri	20/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Sat	21/1	New						+	-
	Sun	22/1	New						+	-
	Mon	23/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Tue	24/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Wed	25/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Thu	26/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-
	Fri	27/1	Needs Approval	9:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	6.50	+	-

Save for Later Submit Clear

**Casual Academic Staff:**

- 1 Fill in your fortnightly timesheet by entering the sessions you would have worked in the fortnight and select **SUBMIT**

Timesheet

Helen Preece  
Casual Research Academic

Employee ID 1231519 Contract Number 0001  
Employee Record 1 Activity ADOS-2 Assessments

Select Another Timesheet

\*View By: Calendar Period Copy Previous Timesheet Previous Period Next Period

\*Date: 14/01/2023

Reported Hours / Sessions 0.00

From Saturday 14/01/2023 to Friday 27/01/2023

Task	Sat 14/1	Sun 15/1	Mon 16/1	Tue 17/1	Wed 18/1	Thu 19/1	Fri 20/1	Sat 21/1	Sun 22/1	Mon 23/1	Tue 24/1	Wed 25/1	Thu 26/1	Fri 27/1	Total Course
Standard Marking			1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	1.00	OTHER

Save for Later Submit

2. Select the **comments** bubble against the date/session, for which you are claiming “Family and Domestic Violence” Leave.

Employee ID Contract Number 0001  
Employee Record 1 Activity ADOS-2 Assessments

Select Another Timesheet

\*View By: Calendar Period Copy Previous Timesheet Previous Period Next Period

\*Date: 14/01/2023

Reported Hours / Sessions 10.00

From Saturday 14/01/2023 to Friday 27/01/2023

Task	Sat 14/1	Sun 15/1	Mon 16/1	Tue 17/1	Wed 18/1	Thu 19/1	Fri 20/1	Sat 21/1	Sun 22/1	Mon 23/1	Tue 24/1	Wed 25/1	Thu 26/1	Fri 27/1	Total Course
Standard Marking			1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	1.00	10.00 OTHER

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1-10 of 10

Date	Reported Status	Total TRC	Description	Add Comments
16/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
17/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
18/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
19/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
20/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
23/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
24/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
25/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
26/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>
27/01/2023	Needs Approval	1.00 816	Standard Marking	<input type="checkbox"/>

Type “**Special Leave – Family and Domestic Violence**” in the comments and select **APPLY**

Comments

Employee ID  
Casual Research Academic Employee Record 1

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 16/01/2023 Personalize Find View All 1 of 1 Last

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
16/01/2023	a1231519	12/05/2023 11:44AM	Time Reporting	<input type="checkbox"/>	Special Leave - Family and Domestic Violence

Add Comment

OK Cancel Apply

The day/session against which a comment was made appears black. Once you are certain the correct sessions have been marked as “Special leave – Family and Domestic Violence”, select **SAVE FOR LATER**, or at the appropriate time in the payroll cycle, select **SUBMIT** to forward your timesheet for review and approval by the timesheet validator.

Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked during that fortnight.

### **Further enquiries**

**Ph:** +6 8 8313 1111

**Email:** [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

**Web:** <https://www.adelaide.edu.au/hr/organisational-development/diversity-and-inclusion/family-and-domestic-violence>