# Instructional Guide - Applying for Leave

This guide provides AFL SportsReady trainees and apprentices with information on how to apply for leave using the ConnX timecard system.

If you have any questions about leave applications, please reach out to your supervisor or field officer who will be able to assist you.

When applying for leave, whether it is annual leave, a rostered day off or another type of leave, it is important to ensure that you have enough leave accrued for the type of leave you are applying for.

**<u>LEAVE BALANCES</u>**

To check your leave balances in ConnX, hover over 'My Details' at the top of the page and select 'Leave Balances'.

Here you can view various types of leave and your balances.
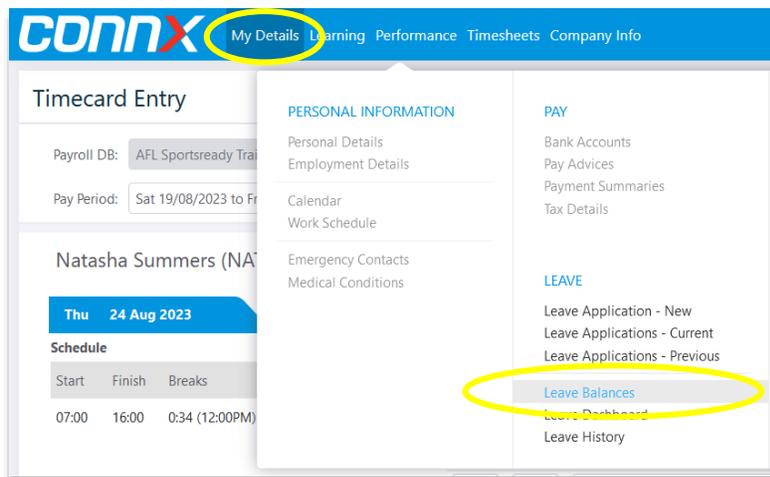


Once you have confirmed that you have enough leave for the type that you are applying for, once again hover over 'My Details' at the top of the page and this time select 'Leave Application - New'.

This will open the leave application page.

**LEAVE APPLICATION PAGE**

You will firstly need to select whether you are taking a single day or multiple days of leave and then select if the leave is a full day or part day.



If you have selected a full day on the next page you will select the day or days that you are applying for as well as the type of leave.

In the example below, Annual leave has been selected as the 'Leave Type'.

Once you have selected your leave type, you will also need to enter a 'Leave Reason'.

The Leave Reason field will automatically filter options based on the Leave Type and here you would select Annual Leave.

Once you have selected your leave day or days, click 'Confirm Availability', which will check that there is sufficient leave balance for the leave chosen.

In the instance where you are applying for only a Part Day of leave, you will be required to also enter the hours that the leave relates to for the selected day.



In the example below, you are applying for 3 hours of leave between 9am and 12pm.

Once you have entered all the details and confirmed the type of leave and the availability, click the Next button to progress to the finalise page.



## FINALISE

Here, you will view a summary of your leave application and will be able to review the details.

You can also add comments for your supervisor to review and attach any files, if they are required for the type of leave you are applying for. For example, a medical certificate may be required if you are applying for sick leave.

If all the details are correct, click the Submit button which will send the application to your supervisor for approval.



You can also click the previous button to go back and make changes, should any of the information be incorrect within your leave application.

Always remember to discuss any potential leave applications with your supervisor before applying to ensure they are aware of the reason for the leave and to be able to plan for your absence.

If you have any questions about leave applications, please reach out to your supervisor or field officer who will be able to assist you.