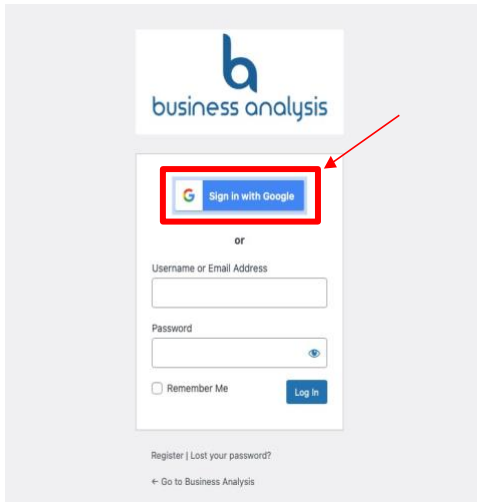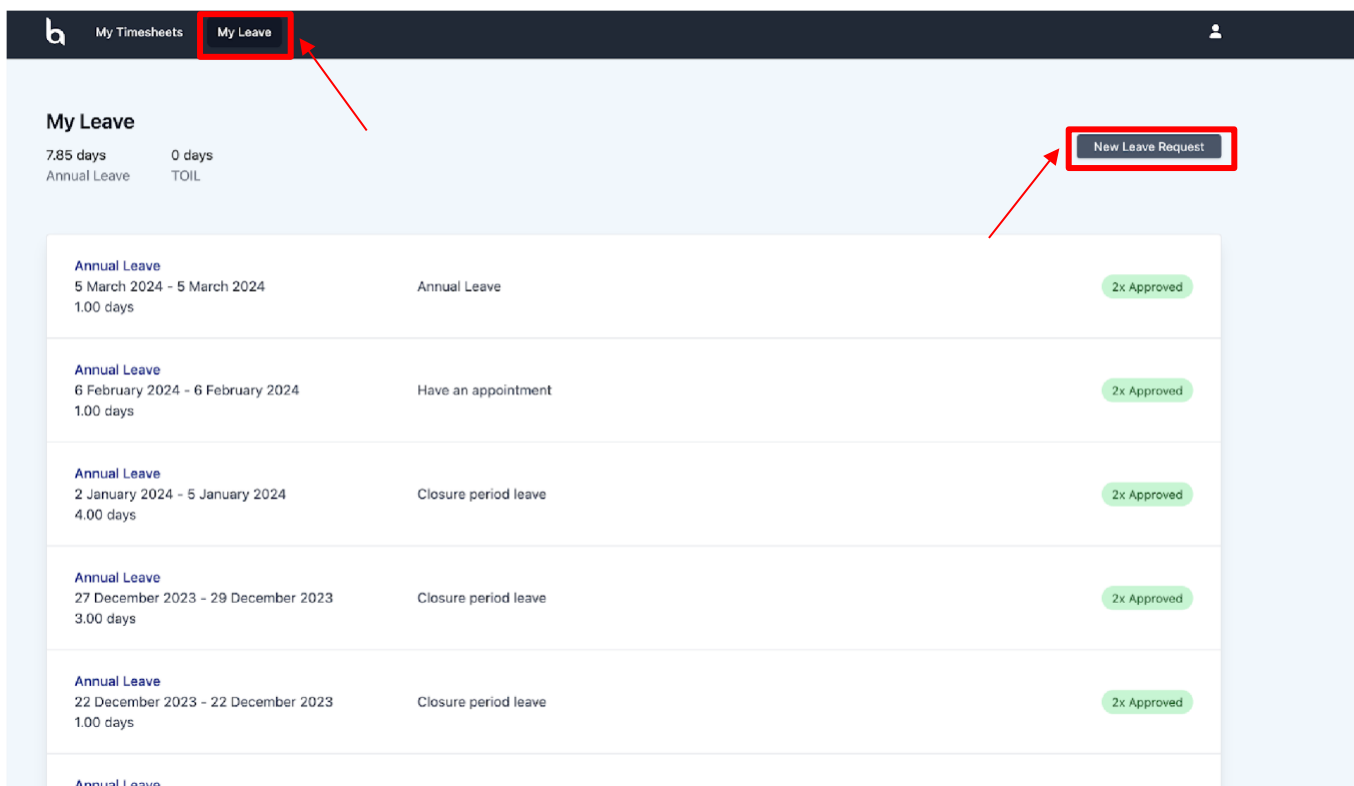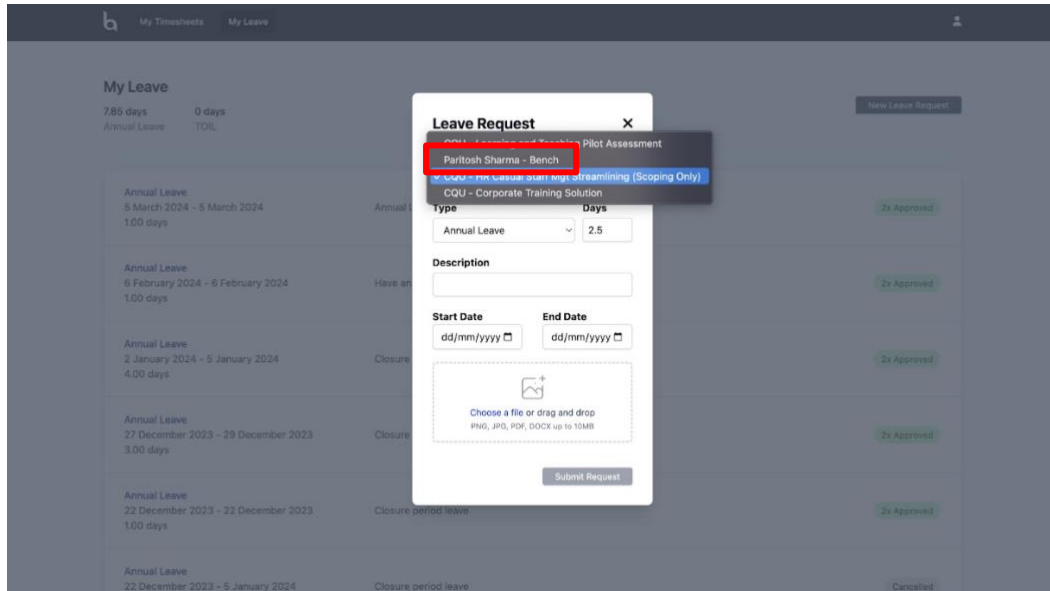## Applying for a leave

1. Visit: www.business-analysis.com.au/timesheet/login Use the 'Sign in with Google' option
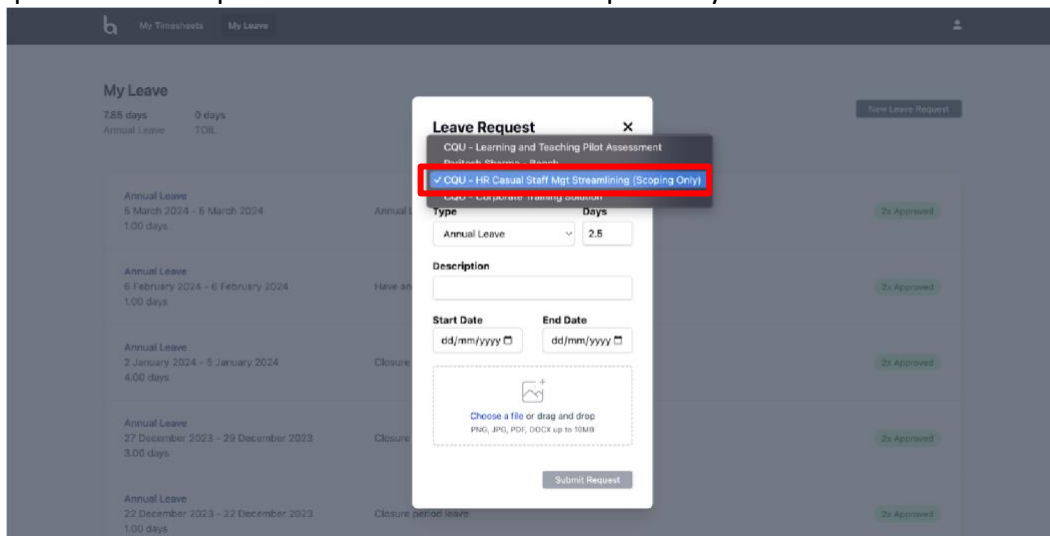

2. From your homepage, select 'My Leave', then click 'New Leave Request'.

3. Fill out the Leave Request form. Note that all fields are mandatory except for the attachment. a. Select the service from the dropdown list:

    a. If you are on the bench during the day/s you'll be on leave, select the bench service from the service dropdown list.
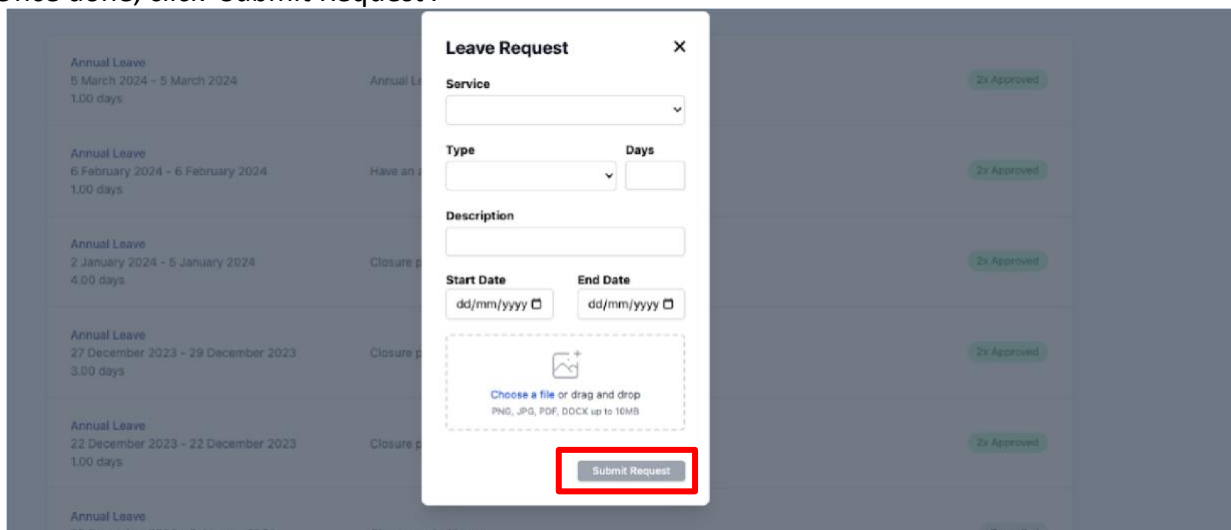
    b. If the day/s you'll be on leave affect(s) a service you're currently assigned to, select the client service from the dropdown list. **Make sure to select the service that will be affected on the day/s you'll be on leave**. Moreover, if you are assigned in two services, you need to file separate leave requests for each service for the portion you won't be in that service.

    b. Select the type of leave you're applying. Note that you can only apply for sick leave and annual leave in the system.

c. Fill out the 'Days' field. Ensure that in the 'Days' field, you only apply for the days leave, excluding public holidays, weekends etc. For instance, if you plan to take a leave the day before and after Easter - whilst it is March 28 to April 2, you should only put '2' in the 'Days' field.

d. In the 'Description' field, indicate the details of your leave e.g., 'Annual Leave – 5 days' or 'Appointment'.

e. Select the start date and end date of your leave.

f. If you are applying for a sick leave of 2 or more consecutive days of work, **BAPL reserves the right to request evidence for leave taken** i.e., medical certificate. Supporting documents can be attached if requested.

4. Once done, click 'Submit Request'.

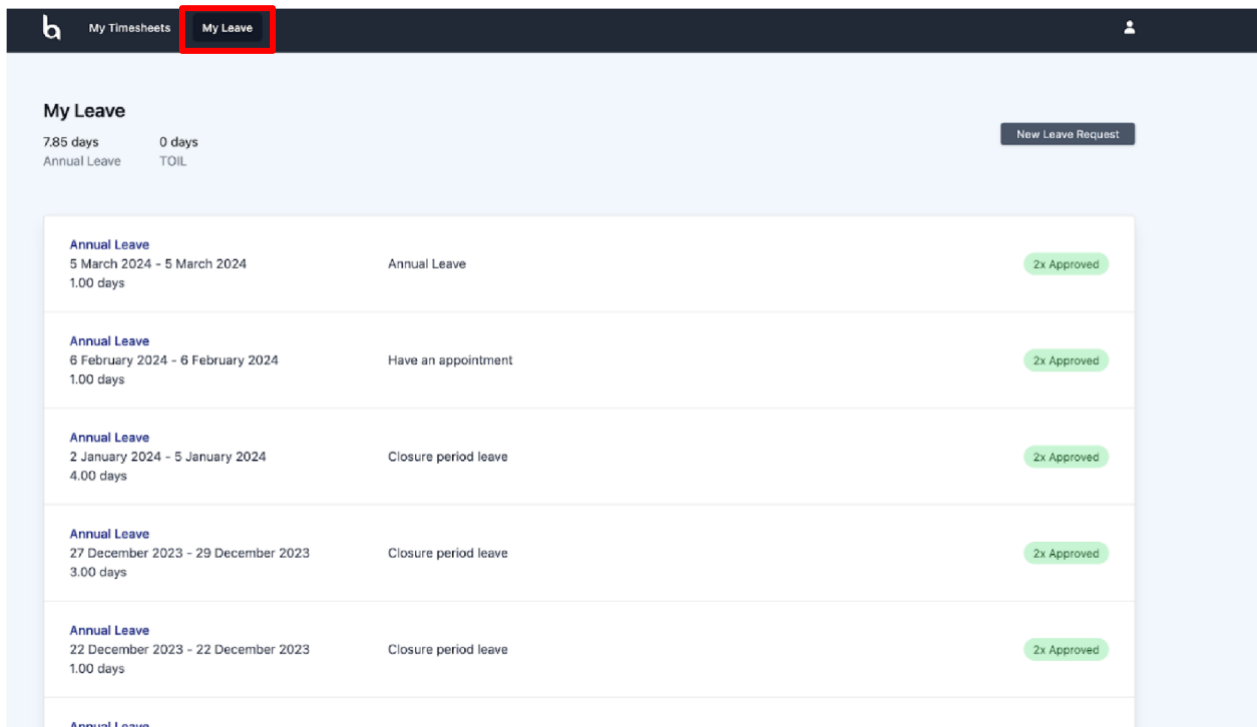Note: As part of the sick leave notification process, you need to submit your application on the day of your sick leave.
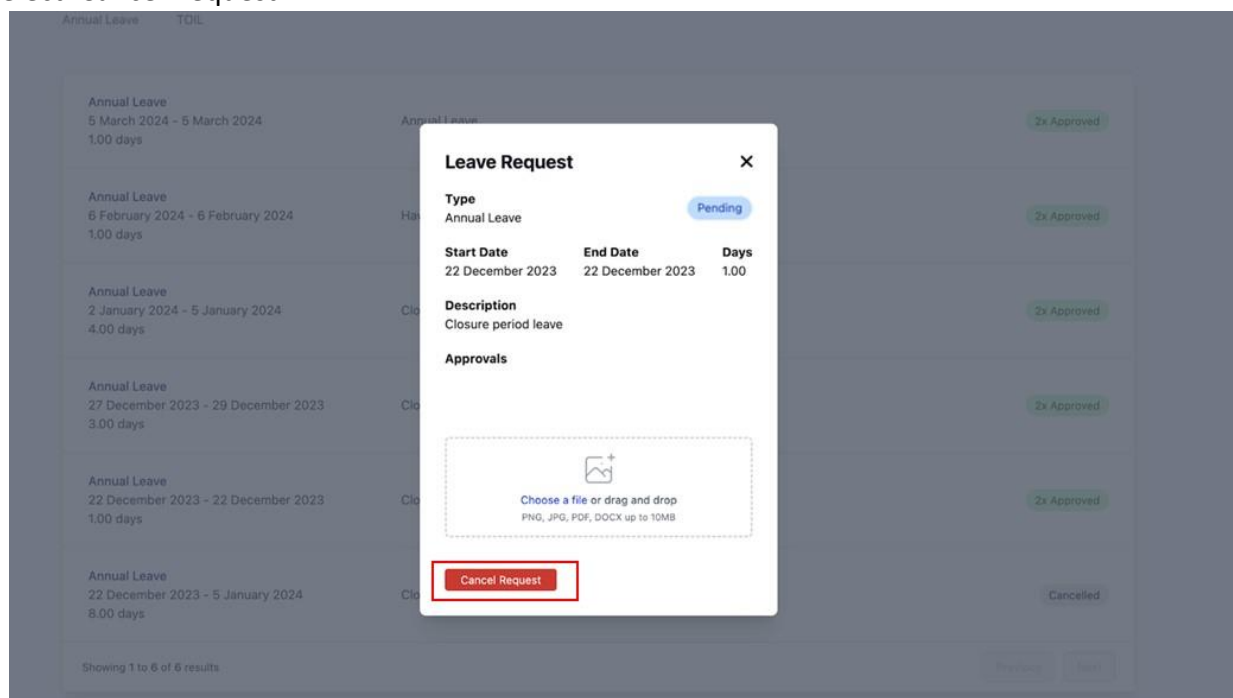
Cancelling a leave request

1. From your homepage, select 'My Leave' then select a request from the list that you want to cancel.
   Note: You cannot cancel sick leave requests and annual leave requests that have already been spent.

2. Select 'Cancel Request'.

Timesheet Cheat Sheet

Daily/Hourly Increments
- Quarter increments ○ 0 = 0
  hours ○ 0.25 day = 2
  hours ○ 0.5 day = 4
  hours ○ 0.75 = 6
  hours
  ○ 1 day = 8 hours

Annual Leave
- Apply for your leave prior to submitting your timesheet. ●
Leave days should be listed as '0' in the billable row.

Sick Leave
- Apply for your leave prior to submitting your timesheet. ●
Leave days should be listed as '0' in the billable row.

Public Holidays
- Public holidays should be listed as '0' in the billable row.
- Please note the public holiday in the 'notes' section. E.g. 'Public holiday – 25 December'

BAPL Professional Days / Training Days
- Training days should be filed under bench service and should be listed as '0' in the billable row.
- Please note the training day in the 'notes' section. E.g. 'BAPL Professional Day – 13 October'

Induction Days (for new starters)
- Induction days should be filed under bench service and should be listed as '0' in the billable row.
- Please note the induction day in the 'notes' section. E.g. 'BAPL Induction'

TOIL
- Needs to be applied for in advance by discussing with your Service Manager.
- Should be listed as '0' in the billable row
- Please note the TOIL day in the 'notes' section. E.g. 'TOIL – 1 November'

Compassionate Leave, Parental Leave and Community Service Leave
- These types of leave need to be applied for in advance by discussing with your Service Manager and these will be managed directly in Xero
- Should be listed as '0' in the billable row
- Please note the type of leave in the 'notes' section. E.g. 'Compassionate leave – 1 November'

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Submitting Leaves

1. What if I selected wrong dates which resulted in my leave duration not the same to the 'Days' field?
   Selecting the wrong dates in the Leave Request form will not have an impact on the number of days you want to leave. No validation rules are implemented in the 'Start Date' and 'End Date' fields. However, this can be rejected by your BAPL service manager, which can then be rectified.

2. If I am assigned in two services, do I need to file two separate leave requests?
   If you are assigned in two services, you may file separate leave requests for each service for the portion you won't be in that service.
   Note: If your leave affects a service you are assigned to, make sure to file it under that service and NOT on the bench service.

3. How will I manage leaves when I file for a timesheet?
   Sick leave and Annual leaves have to be left 0 in the billable row. Further, you need to indicate in the notes section the details of your leave e.g., 'Sick Leave – 5 April'. For more information, you can refer to the Timesheet Cheat Sheet section of our How-to-Guide.

4. Who should approve my sick leaves?
   Sick leaves filed in the system will not undergo approval workflow as these are automatically approved in the system. You are sick, rest up.

5. Who approves my annual leaves?
   Annual leave applications are first routed to the BAPL service manager for initial approval. Once the BAPL manager approves, the application is then sent to the client for final approval. If the client service manager has not approved the annual leave application, it remains incomplete. In such cases, you may need to follow up with the client for their approval.

6. What happens when I file more than my leave balance?
   Filing for leaves that will result in a negative balance after should be discussed with their BAPL service manager prior to filing it in the system.

7. What type of leaves can I file in the system?
   Only sick leave and annual leave can be filed in the system. Other types of leave will be managed directly in Xero on a case-to-case basis.

8. How do I file for leaves spanning multiple time sheeting periods?

Leave applications spanning more than one time sheeting period must be split accordingly for each period it covers.

9. Do I need to upload an attachment if I am applying for an annual leave?
   Attachments are not mandatory for annual leave requests. However, if you are applying for a sick leave of 2 or more consecutive days of work, then a supporting document i.e., medical certificate should be attached in your request.

Others

1. Who should I reach out to if I have problems accessing the timesheet solution?
   If you have any problems accessing the timesheet solution, you may reach out to Gareth Jones (gareth.jones@business-analysis.com.au)