Guide to Applying for Volunteer Leave

Step 1: Log into HR Online with your Macquarie University OneID details:

Step 2: Select ‘Leave Requests’ from list

Step 3: Select ‘Whole Day Leave Booking’ or ‘Part Day Leave Booking’, whichever is relevant

Step 4: Select ‘Personal Leave - Other’ for the ‘Leave Code’ option

Step 5: Select ‘Volunteering: Max 2 Days/Cal Yr’ for the ‘Reason’ option

Step 6: Click on ‘Insert’ to submit for approval by line manager

Please note leave requests are not confirmed until your line manager has approved them online.