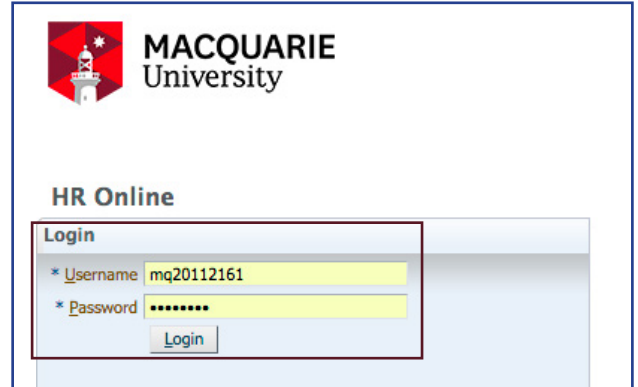


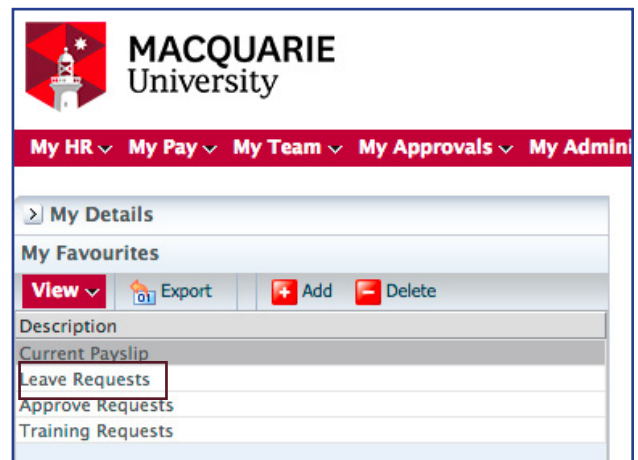
# Guide to Applying for Volunteer Leave

Step 1: Log into [HR Online](#) with your Macquarie University OneID details:



The screenshot shows the Macquarie University HR Online login interface. At the top left is the Macquarie University logo. Below it, the text 'HR Online' is displayed. A login form is centered on the page, containing two input fields: 'Username' with the value 'mq20112161' and 'Password' with masked characters. A 'Login' button is positioned below the password field.

Step 2: Select 'Leave Requests' from list



The screenshot displays the 'My Favourites' section of the HR Online system. A navigation bar at the top includes 'My HR', 'My Pay', 'My Team', 'My Approvals', and 'My Admin'. Below this, a 'My Details' section is visible. The 'My Favourites' area features a 'View' dropdown menu, 'Export', 'Add', and 'Delete' buttons. A table lists several items: 'Current Payslip', 'Leave Requests', 'Approve Requests', and 'Training Requests'. The 'Leave Requests' item is highlighted with a red box.

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



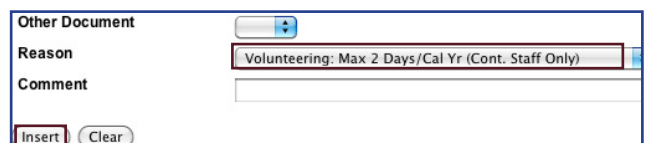
The screenshot shows the 'Pending Leave Request' page. The title is 'Pending Leave Request'. Below the title, it states 'No Records returned'. At the bottom of the page, there are two blue hyperlinks: 'Whole Day Leave Booking' and 'Part Day Leave Booking'.

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



The screenshot displays the 'Whole Day Leave Request' form. It includes a 'Job Number' field with the value '01' and a dropdown arrow. Below it, the 'Leave Code' field is set to 'Personal Leave - Other' with a dropdown arrow.

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



The screenshot shows the 'Other Document' form. It has a 'Reason' field with the value 'Volunteering: Max 2 Days/Cal Yr (Cont. Staff Only)' and a dropdown arrow. Below the reason field is a 'Comment' text area. At the bottom of the form, there are 'Insert' and 'Clear' buttons.

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.*