



HOW TO GUIDE

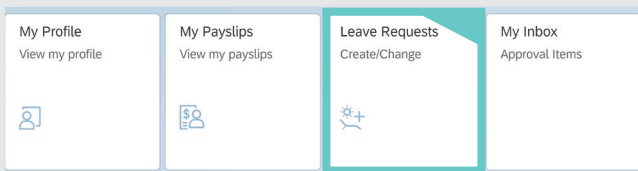
LEAVE REQUESTS

This guide will explain the **Leave Request** tile including:

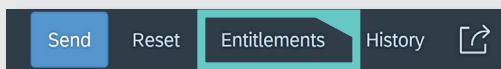
1. How to apply for leave
2. Locate leave entitlements
3. View current and historical leave requests
4. Types of leave you can apply for using PEMS

Where to find leave information

To access leave information in PEMS, use the **Leave Request** tile which includes your leave balance, current and historical requests and as well as applying for leave.



To see leave entitlements, click on the Entitlements tab at the bottom right hand corner. Once opened you'll see the type of leave available, any planned and remaining leave.



Entitlements			
Category	Available	Future Leave	Entitlement
Annual Leave	2,63015 Days	0 Days	2,63015 Days
Personal Leave	9,00000 Days	1 Days	10,00000 Days

Current and historical leave entitlements are also found in the same tab at the bottom right hand corner. It's possible to change or withdraw a leave request before or after it's been approved. If the leave has been approved, the manager will be notified.

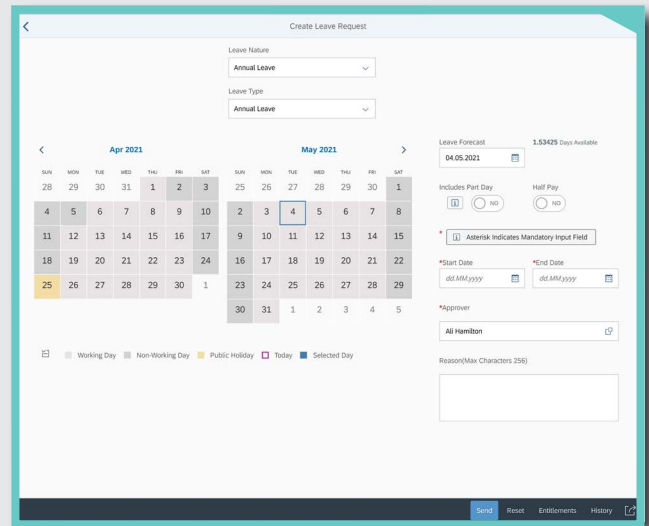


Applying for leave

To request leave:

1. Click on the **Leave Request** tile
2. Select the **Leave Nature** and the **Leave Type**
3. Insert **Start** and **End Date**
4. Select **Part Day** or **Half Day**
5. Select the **Approver**
6. Add **Comments**, if required
7. Click **Send**

This will automatically be sent to the Parliamentarian or their HR delegate to approve the leave request.



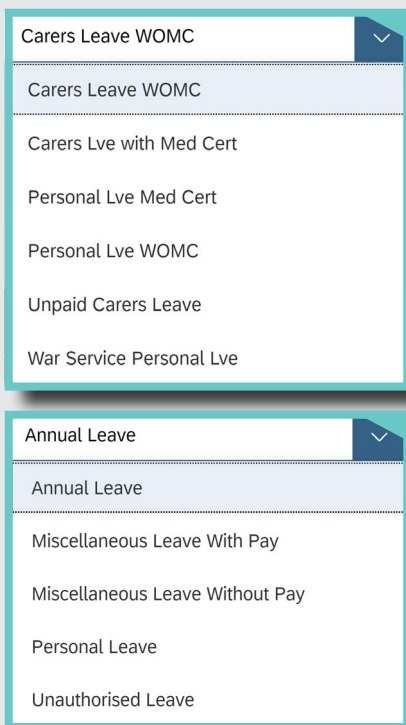
Leave available in PEMS

You can apply for Annual, Personal, Miscellaneous and Unauthorised leave using PEMS. To access Maternity Leave or Long Service Leave, you will need to contact the MaPS Help Desk.

To apply for leave, use the drop down menu to select the nature of the leave whether it be:

- Annual Leave
- Miscellaneous Leave, with or without pay
- Personal Leave
- Unauthorised Leave

Once the **Leave Nature** has been selected, select the **Leave Type** (which may vary depending on the **Leave Nature**).



***NOTE:** If the leave type isn't available, try searching under a different **Leave Nature**.

For more information on Leave, MOP(S) Act employees will need to check their leave policy for more information, available on the [MaPS website](#).

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.



ipea.gov.au