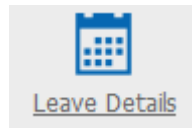


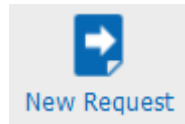
How to submit a leave request for Industrial Action

1. Log in to [myHR](#)

2. Select the **Leave Details** Icon



3. Select the **New Request** Icon



4. Enter the **Start Date** and **End Date** of the leave request

5. Select **one** of the following leave types



- a. **Professional Industrial Action** (applicable to Professional staff members)
- b. **Academic Industrial Action** (applicable to Academic staff members)

6. If Industrial Action is taken for part of the day, select the **Part Days** check box and enter the **Actual Amount** of industrial action taken in hours and minutes.




7. Select **Save**. The request will be sent to your supervisor.

Example: The screenshot below shows the request for an academic staff member taking Industrial Action on the 15 November for 4 ½ hours.

CREATE NEW LEAVE REQUEST

 Save  Attachments [Click here for further information regarding leave.](#)
Please forward or attach applicable supporting documentation to your supervisor.
Electronic attachments are viewable by staff processing the leave request.

Leave Request

* Start Date:	15 Nov 2022	
* End Date:	15 Nov 2022	
Leave Type:	Academic Industrial Action ▼	
Calculated Amnt:	7.21	Hours
Part Days:	<input checked="" type="checkbox"/> 	
Actual Amt (Hours.Minutes):	4.3	
Hours or Days:	<input checked="" type="radio"/> Hours <input type="radio"/> Days	
Explanation:	<input type="text"/>	