

STANDARD OPERATING PROCEDURE	
<b>Title</b>	How to Request Annual Leave in Medic Online
<b>Purpose</b>	To request Annual Leave using Medic Online
<b>Aim</b>	To maintain accurate records of requesting Annual Leave

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## A) How to Request Annual Leave in Medic Online

- Log into Medic Online.
- Select 'Leave' – This located in the top left of your screen.

- Check that you have the correct entitlement period selected.

- Enter the details for the Annual Leave date(s) you want to request.
- If you are requesting 1 week of Annual Leave, put 7 in the option for 'Number of days' – This will only deduct your contracted hours for the week.
- Press 'Set'.
- Once completed, press 'Submit Leave Request'.

### Example 1

#### Request Leave Form

Full day(s)     Partial day

From:

Number of days:

End date:

Reason:

### Example 2

#### Request Leave Form

Full day(s)     Partial day

From:

Number of days:

End date:

Reason:

- You will get a notification at the top of your screen to say your request has been submitted.


**SUCCESS**  
Your request has been submitted.

- You will also be able to see your episodes of Annual Leave on this screen, with your latest request showing in a '?'.

- Episodes (2)		
Status	Period	Duration
✓ Annual Leave	14-18 May 2018	5 days
? Annual Leave	19-25 Oct 2018	7 days

- Once this has been actioned by your manager you will either see a ✓ or a ✗.
- You can also see a description of your entitlement balance.

### Entitlement Balance

<b>Entitlement</b>	32.00 days 
<b>Remaining</b>	20.00 days
<b>Taken</b>	5 days
<b>Planned</b>	7 days
<b>Requested</b>	0 days