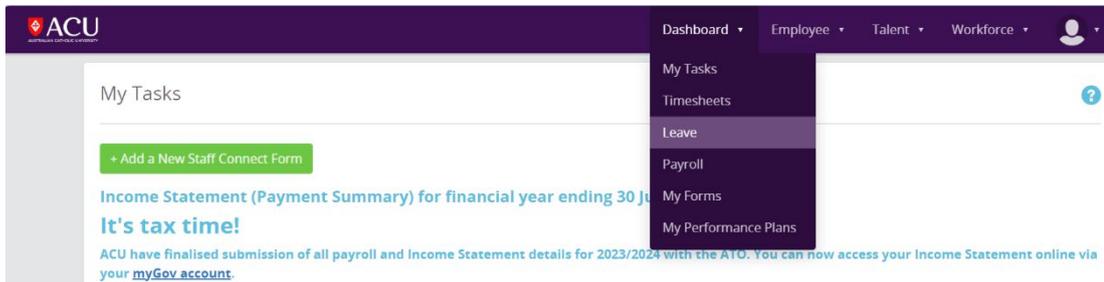
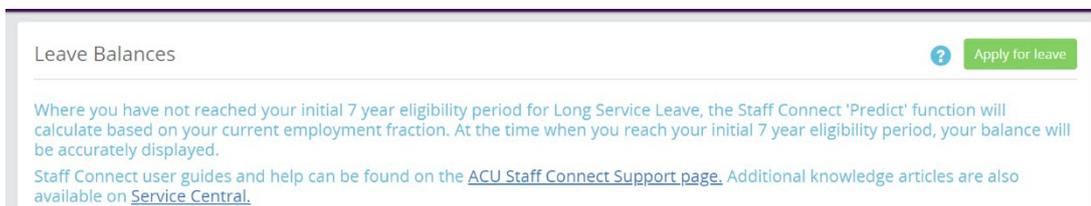


## Appendix 1 – Staff Connect Process for Cultural Leave Applications

**Step 1:** Once logged into Staff Connect, select “Dashboard” then “Leave”



**Step 2:** Click the “Apply for leave” green button to start a leave application.



**Step 3:** You will be prompted to select ‘leave type’ and leave date(s).

The first leave type that should be selected is “Personal Leave Additional – A&TSI Cultural & Ceremonial (Additional Lve A&TSI Cultural)”. Once the 10 days leave is exhausted against this leave type, further leave applications can be selected against “Personal Leave – A&TSI Ceremonial Leave (Personal Leave)”.

Upload any applicable document and proceed to ‘submit’ the leave application for approval.

