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

Step 1: Once logged into Staff Connect, select "Dashboard" then "Leave"

<u> ● ACU</u>	Dashboard 🔹	Employee 🔹	Talent 🔹	Workforce 🔹	
	My Tasks				1993
My Tasks	Timesheets		0		
	Leave				
+ Add a New Staff Connect Form	Payroll				
Income Statement (Payment Summary) for financial year ending 30 Ju	My Forms				
lt's tax time!	My Performance Plans				
ACU have finalised submission of all payroll and income Statement details for 2023/202 your <u>myGov account</u> .	24 with the ATO. Y	ou can now acc	ess your inco	ome Statement o	nline via

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

Leave Balances	Apply for leave
Where you have not reached your initial 7 year eligibility period for Long Service Leave, the Staff Connec calculate based on your current employment fraction. At the time when you reach your initial 7 year elig be accurately displayed.	t 'Predict' function will jibility period, your balance will
Staff Connect user guides and help can be found on the <u>ACU Staff Connect Support page</u> . Additional kno available on <u>Service Central</u> .	wledge articles are also

**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.

Apply for Leave	0
	This additional leave is available to Aboriginal and Torres Strait Islander staff to attend to cultural and ceremonial matters. Please note that, if you utilise all the available additional personal leave for this purpose, then you can still access your accrued personal leave by selecting "Personal Leave - Aboriginal and Torres Strait Islander Ceremonial Leave (Personal Leave)" from the leave drop down list. For further information please search for "Additional Personal Leave" in Service Central.
LEAVE TYPE:	Pers Lve Add - A&TSI Cultural & Ceremon (Additional Lve A&TSI Cultural)
DURATION:	<ul> <li>Full Day</li> <li>Multiple Days</li> <li>Part Day</li> </ul>
START DATE:	21 Aug 2024