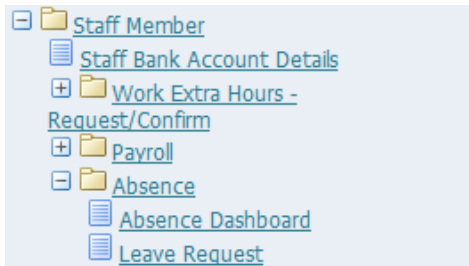
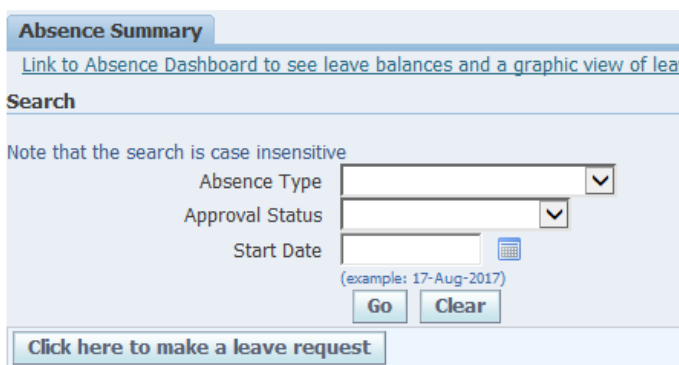


Reward for Excellence –‘How to’ for staff who are awarded to request their leave days

1. Login to GSM and from the menu select **Staff Member**
2. Click on **Absence** → **Leave Request** to open the **Absence Summary** page.

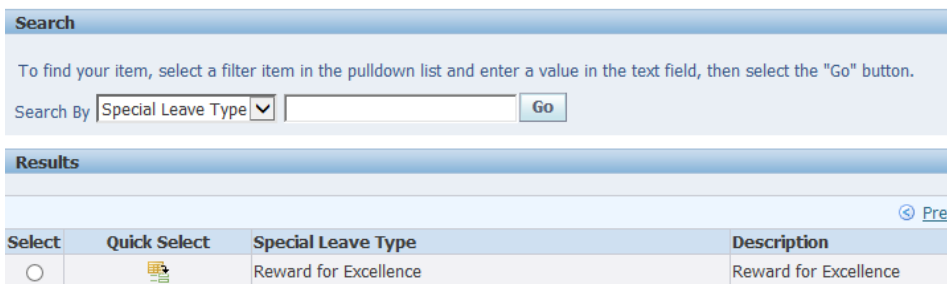


3. Click - **Click here to make a leave request**



The screenshot shows the 'Absence Summary' page. At the top, there is a link: 'Link to Absence Dashboard to see leave balances and a graphic view of leave'. Below this is a 'Search' section with the note: 'Note that the search is case insensitive'. There are three search criteria: 'Absence Type' (dropdown), 'Approval Status' (dropdown), and 'Start Date' (text field with a calendar icon). An example date '(example: 17-Aug-2017)' is provided below the start date field. There are 'Go' and 'Clear' buttons. At the bottom of the search section, there is a button labeled 'Click here to make a leave request'.

4. In **Create Absence: Enter Absence Details** page, Enter/Select:
 - a. Absence Status – **Planned**
 - b. Absence Type – **Special Leave with Full Pay**
 - c. Absence Reason – **No Reason** (default)
 - d. Special Leave Type – click **Go** to access the list of leave types, then select **Reward for Excellence** from the list.



The screenshot shows the search results for 'Special Leave Type'. The search criteria are 'Special Leave Type' and an empty text field. The results table has the following structure:

| Select | Quick Select | Special Leave Type | Description |
|-----------------------|--------------|-----------------------|-----------------------|
| <input type="radio"/> | | Reward for Excellence | Reward for Excellence |

- a. Enter **Half Day Options** if applicable.
- b. Enter **Duration Start and End Date**
IMPORTANT: Review dates entered taking into account the 3 or relevant amount of working days entitlement – refer to your awards letter.
- c. Click **Calculate Duration** – system validates if you exceed the entitlement awarded.
- d. Enter: Contact number, Contact name

| | | |
|--------------------------|---|-------------|
| * Absence Status | Planned | ▼ |
| * Absence Type | Special Leave with Full Pay | ▼ |
| * Absence Reason | No Reasons | ▼ |
| Half Day Options | Half day, followed by full day(s), ending with half day | |
| | Half day, followed by full day(s), ending with half day | |
| * Special Leave Type | Reward for Excellence | ▼ |
| | Reward for Excellence | |
| Duration | * Start Date | 11-Sep-2017 |
| | * End Date | 14-Sep-2017 |
| | Total | 3 |
| | Calculate Duration | |
| Contact Number | 1234 | |
| Contact Name | John Smith | |
| Destination City/Country | | |

- e. Click **Next** and Review your request.
- f. Click **Submit**. Leave request will be sent to supervisor for approval.
- g. Staff may upload their Reward letter – by clicking on the Managed attachments button. This is not a mandatory step.

5. To confirm your return from leave, click **Confirm**, **Next** and **Submit** as you would for annual leave.