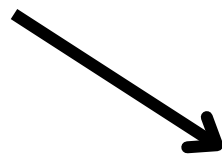


How to Request Other Leave on mySelf

This document provides a guide on how to request other leave on mySelf with step by step instructions

Log into your mySelf account

Locate the 'Other Absence' tile on your dashboard and click 'Add Other Absence'



Other absence

[View all other absence >](#)



[Add other absence](#)

[View other absence in calendar](#)

If absent due to attending hospital or time off for dependants, select Special Leave with the appropriate type

Use the drop down menu to select the absence type

*Absence type (required)

Please choose

Special Leave - Non Regular Forces

Special Leave - Occupational Paternity Leave - Weeks 3/4

Special Leave - Other Special Leave (Paid)

Special Leave - Other Special Leave (Unpaid)


Special Leave - Participation in Sporting Events

Special Leave - Religious Festivals - (term time staff only)

Use the drop down menu to select the absence period

* Absence period (required)
Full day

Use the calendar icon to select the start date

* Start date (dd/mm/yyyy) (required)
[] 

Add any notes if required



Notes

Select 'Save'



Save

Other absence has been requested

Other absence details have been saved Close X

 Changes have been saved

Choose from the options below to go back or add another other absence.

[+ Book another other absence](#) [Back to Dashboard](#)

This can be viewed by selecting 'View all other absence' on the mySelf dashboard



Other absence [View all other absence >](#)

You can check the status of your absence request and view previous Other Absence requests

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
31 May 2023	31 May 2023		Special Leave - Other Special Leave (Paid)	Advisor - Workforce Engagement	Awaiting authorisation	