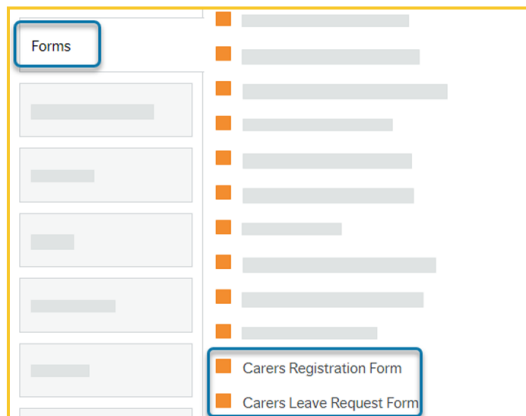


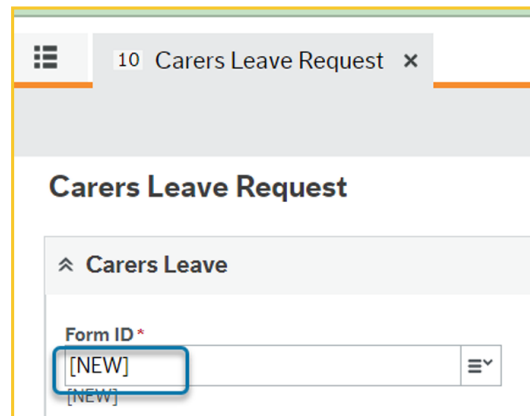
## Submit Carer's Leave

### Submit Carer's Registration and Leave Forms



The forms can be found from the main homescreen menu under the 'Forms' section

If you are not already registered please submit the 'Carer's Registration Form' prior to submitting any 'Carer's Leave Request' Forms.



All new forms populate with [NEW] as the Form ID. When you submit the form it will auto-populate with a reference.

## Submit Carer's Leave

### Submit a Carer's Leave Request Form

1

Read the content in the Guidance tab.

This includes important information.

2

Your details should automatically populate in the first section of the 'Employee Details' tab.

3

Complete the, 'Confirmation', 'Date Requested', and 'Declaration' sections before clicking "**Submit Form**".

The form will workflow to your Line Manager to approve.