

**ACT**

Government

Justice and Community Safety

ACT CORRECTIVE SERVICES

OPERATING PROCEDURE	Managing leave in Kronos
PROCEDURE No.	A20
SCOPE	Alexander Maconochie Centre (AMC) and Court Transport Unit (CTU)

PURPOSE

To provide instructions to ACT Corrective Services staff on leave management using Kronos UKG (Kronos), and to support best practice in managing staff rostering.

PROCEDURES**1. Leave applications**

- 1.1. Leave applications must be submitted in line with the Justice and Community Safety Directorate (JACS) *Leave and Attendance Guideline*, including notification periods.
- 1.2. All leave must be applied for via Kronos.
- 1.3. Leave must be requested using the correct leave type and pay code, adjusted as required.
- 1.4. For leave types not listed in Kronos, 'Time off request form OTHER leave' should be selected with an explanation of the reason for leave.
- 1.5. The Rosters team or delegate will record comments on the application with any relevant summary information.

2. Applying for leave – planned leave

- 2.1. The request period will be enabled on 1 July for twelve (12) months from 1 December to 30 November of the following year.
- 2.2. Planned leave such as annual leave must be applied for in advance and approval received before the leave period commences.
- 2.3. Where applicable, documentation/evidence supporting an application is to be attached to the leave request in Kronos. (e.g. medical certificate for personal leave)

3. Applying for leave – unplanned leave

- 3.1. For unplanned leave, e.g., personal leave, staff must notify the appropriate ACT correctional centre or delegate to report their absence:
 - a. for AMC officers, by calling the Master Control Room
 - b. for CTU officers, by calling the CTU Control Room.
 - c. for administrative and service staff, by calling their manager.
- 3.2. Staff must complete a leave form for the absence as soon as practicable but no later than three (3) working days after the officer returns to duty.
- 3.3. Where required, documentation/evidence supporting an application (such as a medical certificate) must be attached to the leave request in Kronos.

4. Approval process – planned leave (future leave)

- 4.1. All planned leave requests are assessed individually and on an operational requirements basis:
 - a. for AMC officers by the Rosters team
 - b. for CTU officers by the CTU Director.
 - c. for administrative and service staff by the delegate
- 4.2. The Rosters team and the CTU Director will consider and provide a comment on the impact to the AMC/CTU to the approving delegate if the leave application is approved:
 - a. low impact: where there are relief officers available to cover the shift/s
 - b. moderate impact: where there will be casuals or overtime called to cover the shift/s
 - c. severe impact: where the shift may be unable to be covered due to numbers of open shifts.
- 4.3. Leave applications for December and January will be assessed with reference to whole of AMC/CTU leave applications for this period and AMC/CTU requirements for the period.
- 4.4. A staff member's attendance and leave over the Christmas shutdown period for the two (2) previous years and their amount of accrued leave will be used to prioritise applications for this period.
- 4.5. Once the Rosters team/CTU Director have reviewed and assessed the impact of the leave, the application will progress to the delegate to be approved or refused.
- 4.6. Officers will be notified of the outcome of their leave request via email from Kronos.
- 4.7. Officers can appeal to the refusing delegate via email and reapply in Kronos with reference to the email conversation. Comments relating to the leave can be viewed in Kronos.

5. Custodial mandatory training

- 5.1. When the Organisational Capability Unit (OCU) identifies an officer to attend custodial mandatory training (CMT), the officer's shift for that day is locked in Kronos.
- 5.2. Leave applications or shift swaps for the day that are made after the CMT is booked in will be declined.
- 5.3. Officers are usually identified to attend CMT a month in advance and this may impact the outcomes of leave applications under section 4. In exceptional circumstances the senior director may approve leave on planned CMT days. Following a conversation with the senior director, an application can be made in Kronos with a note referencing the discussion.

6. Approval process – unplanned leave (retrospective leave)

- 6.1. Once an application is submitted in Kronos by an AMC/CTU officer, the Rosters team/CTU Director/delegate will review the:
 - a. leave application for accuracy
 - b. documentation/evidence, if attached, to ensure it meets requirements and aligns with the submitted leave request.
- 6.2. Once the Rosters team/CTU Director/delegate have reviewed the leave request, they will progress the request to the delegate to be approved or refused.
- 6.3. Staff will be notified of the outcome of their leave request via email from Kronos.
- 6.4. Where a leave form is not submitted within three (3) days of the staff member returning to duty, the unscheduled absence may be treated as an unauthorised absence and payroll notified for salary adjustment.

7. Documentation/evidence records management

- 7.1. The Rosters team/CTU Director/delegate will review and download documentation attached to the leave request and file in HP Content Manager to be retained in line with record keeping legislation.

RELATED DOCUMENTS AND FORMS

- A - Correctional Officers Enterprise Agreement
- B - JACS Leave and Attendance Guideline
- C - JACS Records and Information Management Policy



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ACT Corrective Services
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Document details

Criteria	Details
Document title:	<i>Managing leave in Kronos Operating Procedure 2024</i>
Document owner/approver:	Executive Branch Manager Corporate Services
Date effective:	The day after the notification date
Review date:	Five (5) years after the notification date
Responsible Officer:	Rosters Team Leader
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework Policy) 2024</i>

Version Control			
Version no.	Date	Description	Author
V1	March-24	First Issued	H Brown