

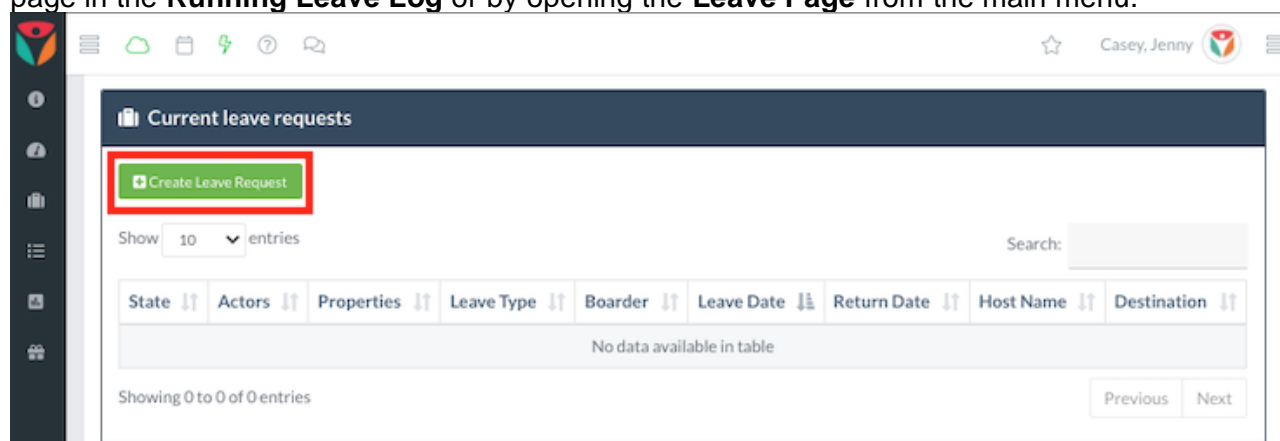


Reach - Holiday Travel Arrangements

Creating a Leave Request

Parent Portal - Create Leave & Approve

You can create a **Leave Request** by selecting the **Create Leave Request** button on your home page in the **Running Leave Log** or by opening the **Leave Page** from the main menu.



Selecting the **Create Leave Request** button will open the **Leave Request Details** screen which sets out the details for a leave request update or submission.

- **Boarder Name** is the name of the student for whom leave is being requested.
- **Leave Type** is the type of leave you are requesting from the drop down menu.
- **Leave Departure Time** is the time and date that the student intends to depart from the school.

Note: Some leave types may have pre-set restrictions on when they can be taken and this will be reflected in the departure time that can be selected for that leave type.

- **Method of Transport (Leave)** is a drop down selector. Select the most appropriate transport method being used for the student's departure from school.
- **Return Time** is the time and date that the student is expected to return to the school boarding house.
- **Method of Transport (Return)** is a drop down selector. Select the most appropriate transport method being used for the student's return to school.
- **Host** are only parents and pre-approved hosts who are already installed on the Reach system and associated with be displayed for selection in this field.

If the host that you want to select for a leave event is not on the selection list this is because either

- the host has not been installed onto the Reach system or
- they have not been associated with the boarder as an approved host.

Note: See how to create an approved host for your child in section [Host](#)

- **Destination** is the leave destination. Keep this description short and descriptive. Additional details about a destination can be added to the Notes field below.
- **Notes** is the field where you can enter any relevant details relating to this leave request that may be helpful for the Boarding Staff to manage this request appropriately.

Note: Some leave types will have some compulsory notes associated with the leave type. Air Flights for example will require you to enter the flight details so that transport to the airport can be arranged to meet the flight departures and arrivals.

- **Attached Files** is the section that allows for the uploading of relevant documents for the travel plans. This could include a confirmation for a flight, train or bus.
- **Leave Additional Information** is the section that provides a summary of the leave request key details for quick reference.

Note: Some leave types will have some compulsory notes associated with the leave type. Air Flights for example will require you to enter the flight details so that transport to the airport can be arranged to meet the flight departures and arrivals.

- **Recursion** is the section for indicating if this is a repeating event and the frequency of the repeated event. This allows for one leave request to be submitted and approved for the duration of the commitment and required leave dates.

Note: The ability to select a recurring leave is based on your school's system settings and policies. As a result, this ability may not be available when submitting a leave request.

- **Leave Audit Trail** provides a list of people involved in the request and approval for any event and any actions that they have taken for the event.
- **Save / Cancel / Delete** -- Be sure to save your leave request when you have completed the details.

Save

Cancel

Delete

Student

No selection

This is the Student that will undertake this leave request.

Leave Type

No selection

A leave type is a set of rules that define how REACH reacts when this request is submitted.

Sticky Notes


Attached Files

Add Document

No Leave Documents yet

Leave Additional Information

Leave Requested By

 Casey, Jenny [Parent]

Date

07/13/2021 03:14 PM

Actual Leave Date and Time

Has not departed as yet

Actual Return Date and Time

Has not returned as yet

Request ID

Not available yet

Leave Audit Trail

No actions have been recorded against this leave request at this time

Leave Date and Time

07/13/2021 @ 3 PM : 00

When is the Student "expected" to leave?

Return Date and Time

07/13/2021 @ 3 PM : 00

When is the Student "expected" to return?

Leaving Transport Details

Transport Types

+ Add Leg

Return Transport Details

Transport Types

+ Add Leg

Host

No selection

Who is taking the Student on this Leave Request?

Destination

Where is the Student going to?

Recursion

Once off

How should this Leave Request recur?

General Notes

Further information may be required to assist Boarding, such as: Flight details, Destination, Transport, Host Mobile, etc.

Fill out as much information as possible, including any flight details that are pertinent to approving this Leave Request.

Save

Cancel

Delete