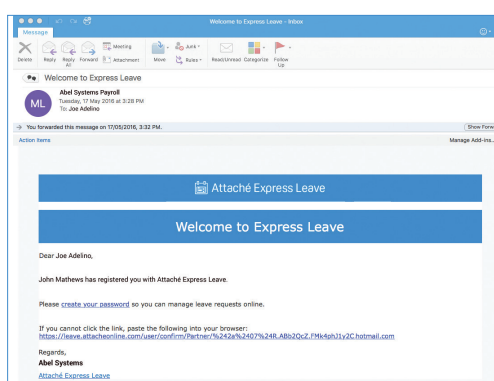
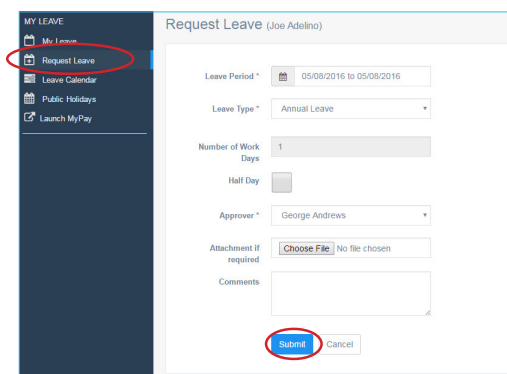


Your employer uses Attaché Express Leave to manage leave requests online. Express Leave allows you to apply for leave anytime, via mobile, tablet or desktop. You can also view your leave entitlements and leave history and see a calendar showing other employees' leave and public holidays. Express Leave is very easy to use. Here are a few tips to get you started.

Your employer will send you a Welcome email. Click the link in the email to launch Express Leave and create your password.

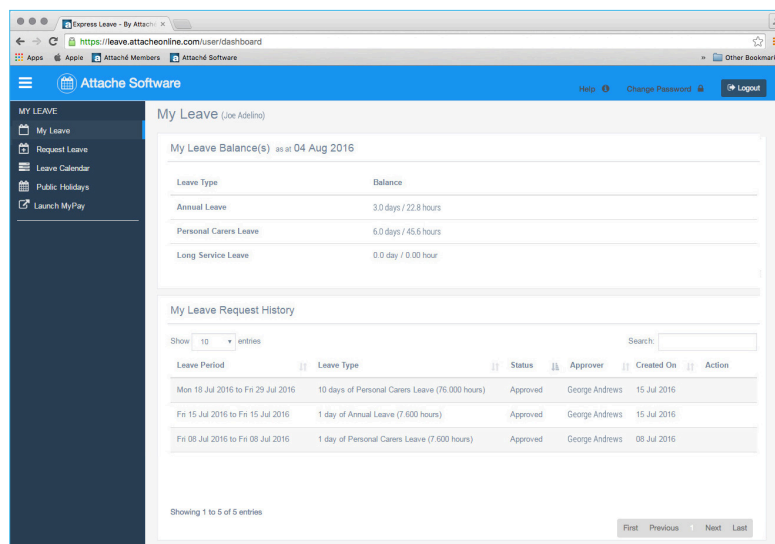


Choose **Request Leave** from the left-hand menu, complete the form and select **Submit**. You can attach a file (such as a medical certificate) or type in a comment. You will be advised by email that your request has been approved (or rejected).



Choose **My Leave** from the menu to see your leave balances and history. You can also view the **Leave Calendar** to see public holidays and staff leave.

If you need to check your pay advices, choose **Launch MyPay** to open the app in a new tab.





## FAQs

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### Which browser or device can I use to access Express Leave?

You can use a PC or Mac running any of the following browsers:

- Safari 6 (or later)
- Firefox 33 (or later)
- Chrome 35 (or later)
- Internet Explorer 9 (or later)

You can also use the default browser on the following mobile devices:

- iPhone, iPad or iPad mini running iOS 7 (or later)
- Devices running Android 4.4 (or later)

### What if I forgot my password?

Click *Forgot your password?* on the Log In page and follow the forgot password process.

### What if I did not receive the registration email?

- Check the junk mail folder of your email account;
- If you remember your registered email address, please log in to Attaché Express Leave (leave.attacheonline.com), click *Forgot your password?* and follow the forgot password process.

### Can I apply for a combination of half and full day leave?

In Attaché Express Leave you can apply for leave in half or full days. When applying for leave that includes a combination of half days and full days enter one leave request for the full days and one for each half day. If you are required to enter leave for anything other than these options, please discuss with your manager.

### How do I access Attaché Express Leave?

You can launch Express Leave from the link in any Express Leave email. If you don't have an email handy, go to Attaché Online (www.attacheonline.com) and choose **Launch App** on the Attaché Express Leave panel.

