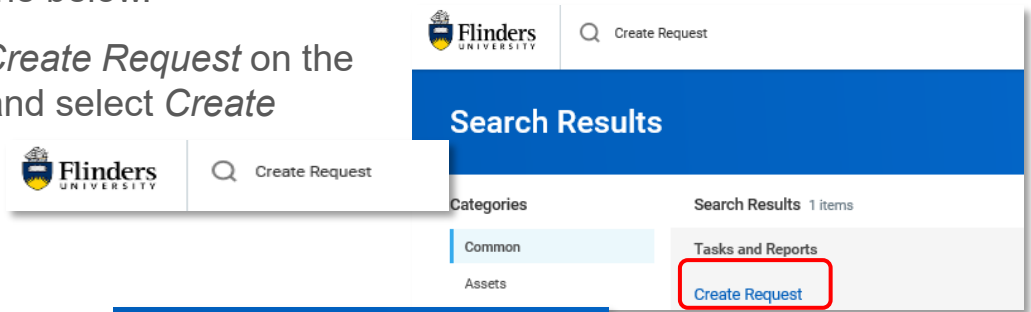
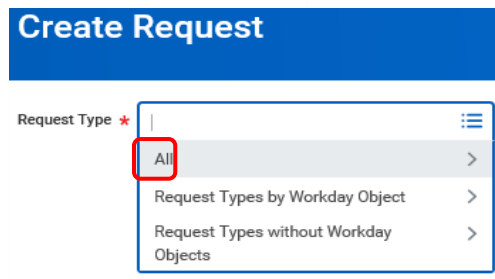


As an employee of Flinders University, you may be eligible to apply for recognition of prior **casual** service. For information surrounding eligibility, please refer to the Flinders Staff portal or speak to your supervisor prior to completing the below.

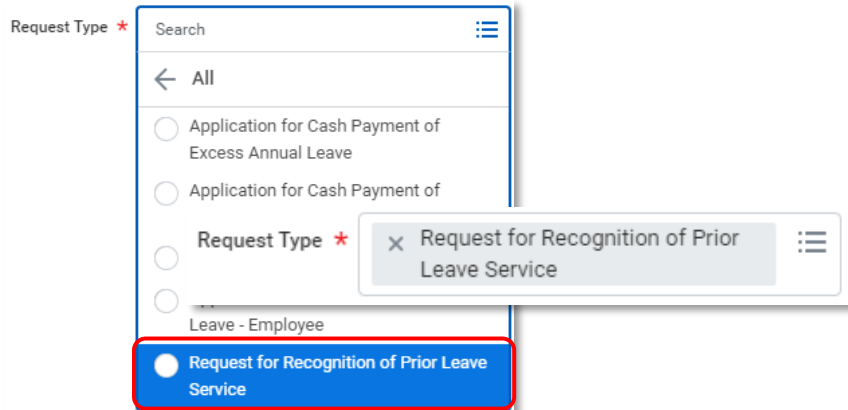
Search for *Create Request* on the search bar and select *Create Request*.



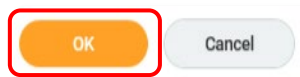
Click into the *request type* and select *All*



Select *Request for Recognition of Prior Leave Service*



Select *OK*.



Complete the request for recognition of prior service leave as it applies to you, attach any relevant documentation, select *Submit*.

