

Research and Study Leave

Hono | Absence

Hono | Research and Study Leave

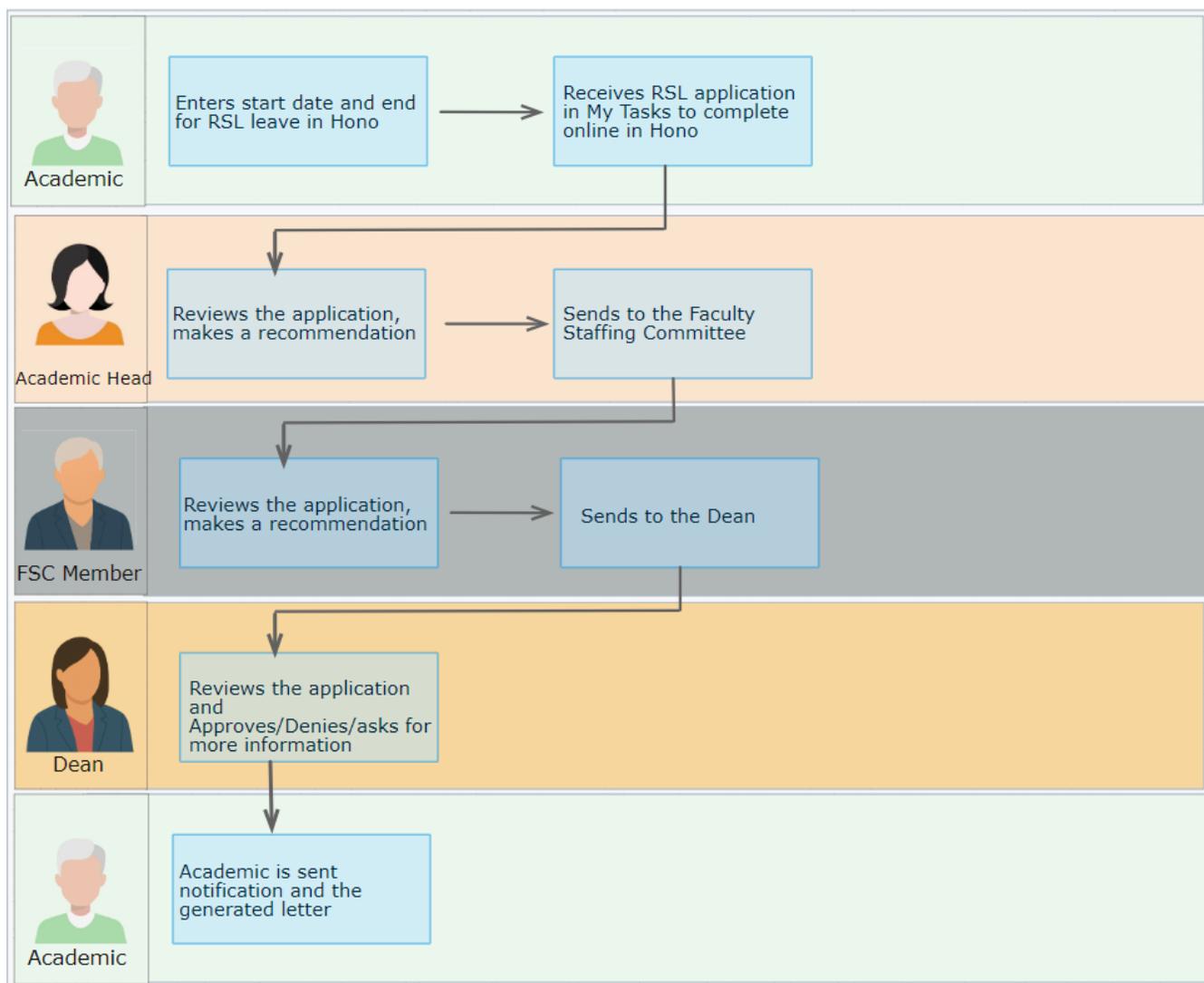
Research and Study Leave Overview

Academic staff at the lecturer level and above can apply for research and study leave (RSL). RSL must be applied for 8 – 12 months in advance. The minimum duration is 2 months (greater than 44 days) up to a max of 1 year.

To be eligible, fixed term employees need to have two-years left before their fixed term end date after the RSL end date.

In terms of process, there should be a discussion between employee and Academic Head prior to initiating the RSL request.

Process overview for accessing RSL entitlements:



Hono | Research and Study Leave (Employee)

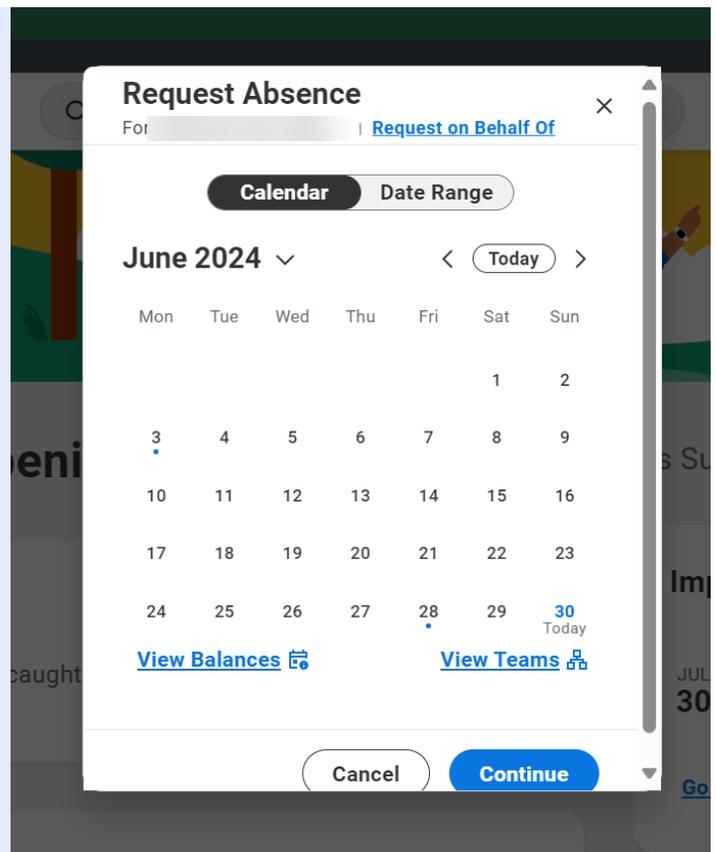
Employee Steps

Once you know your dates you can enter your research dates online via the request absence app in Hono. You will then receive notification to complete the online questionnaire and to attach any supporting documents. Please check the staff intranet page which explains what you need to do to prepare and submit for your research and study leave.

If you have any annual leave booked in advance of selected RSL dates this might prevent you from being able to submit your RSL. If you should receive a red error message, you will need to cancel your annual leave via manage absence app. Once cancelled you will be able to submit your RSL and then resubmit your annual leave at a later date.

1

Go to your Request Absence app or type it in the search bar. Click it and you will be shown the calendar to enter your dates. Add your intended RSL dates and submit, questionnaire will follow.



The screenshot shows the 'Request Absence' app interface. At the top, there is a title 'Request Absence' and a close button. Below the title, there is a dropdown menu for 'For' with the option 'Request on Behalf Of' selected. There are two tabs: 'Calendar' (selected) and 'Date Range'. The main content is a calendar for 'June 2024'. The calendar shows days from Monday to Sunday. The date '3' is highlighted with a blue dot. At the bottom of the calendar, there are two links: 'View Balances' and 'View Teams'. At the very bottom of the app, there are two buttons: 'Cancel' and 'Continue'.

Tip: Red Error Message

If a red error message should appear check for: 1. you have met the RSL criteria 2. Check for any future dated approved leave requests as these can block the RSL request 3. Check if you have any position update changes.



Hono | Employee Research and Study Leave

2

Enter the dates via the date range. Ensure it's at least 8 -12 months in advance and the time requested is 44 days or more.

If it is not more than 8-months in advance, you will need to speak with your academic head and apply offline.

You can also view your balance to check you have enough leave.

Click submit.

Request Absence

[Request on Behalf Of](#)

Calendar **Date Range**

Start Date* 01/05/2025 End Date* 25/07/2025

[View Balances](#) [View Teams](#)

Cancel Continue

3

Check your balance. Note to set the as of date to match the start date etc.

Balances

Select as of date 18/08/2024

Alternative Leave (00017520 Professor)	0 Days
Family Violence (00017520 Professor)	10 Days
Headship Leave (00017520 Professor)	0 Days
Leave Plus (00017520 Professor)	0 Hours
Research and Study (00017520 Professor)	162.13 Days
Annual Leave	208.9831 Hours
Total of All Plans	172.13 Days • 208.9831 Hours

Tip: Check Dates



Note: Check that your dates meet minimum requirements for research and study leave.

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4

Go to Working Away and select the Research and Study leave.

The screenshot shows the 'Request Absence' form. At the top, it displays the dates 'Thu, 1 May 2025 – Fri, 27 Jun 2025'. Below this, the 'Type of Absence*' dropdown menu is open, showing three options: 'Working Away', 'Conference', and 'Research and Study'. The 'Research and Study' option is highlighted with a blue box. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit Request'.

5

After selecting Research and Study leave type, you will go to the next screen to check the dates are correct.

Sometimes you may see an orange alert, which is usually to highlight that the time you have requested also covers public holidays weekends etc. You can continue.

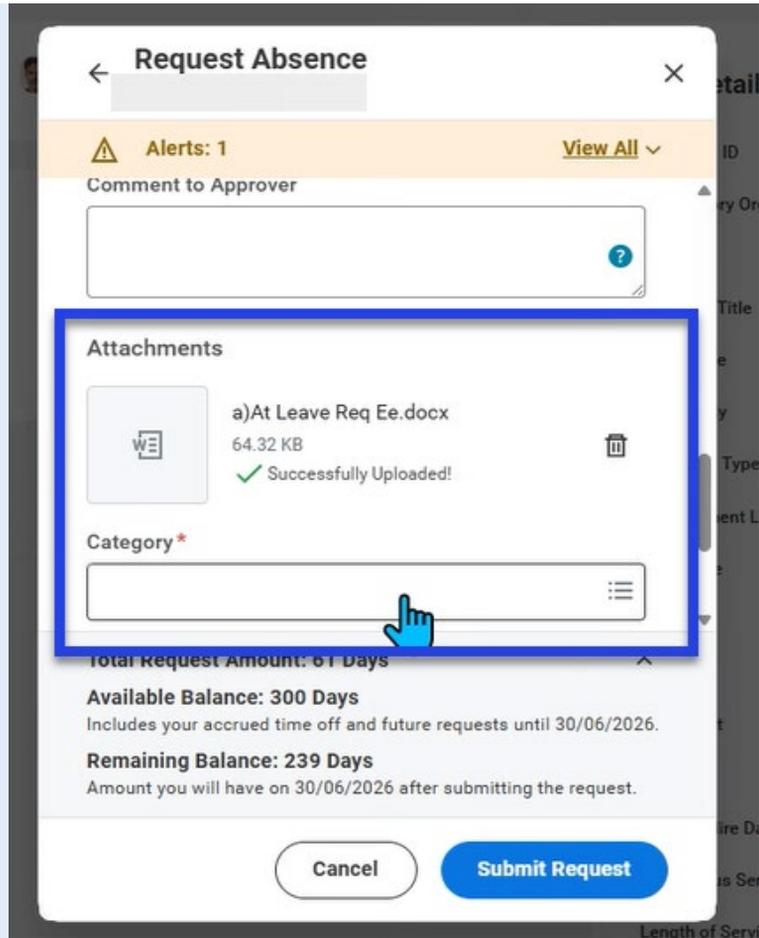
Check the total days requested and click **Submit Request**.

The screenshot shows the 'Request Absence' form. At the top, it displays the dates 'Thu, 1 May 2025 – Fri, 29 Aug 2025'. Below this, the 'Type of Absence*' dropdown menu is open, showing 'Research and Study' selected. An orange alert box is visible at the top, containing a warning icon, the text 'Alerts: 1', and a 'View All' link. Below the alert, there is a section for 'Instructional Information' with a warning icon and the text: 'Alert: Your request includes days that have restrictions for this absence type. Those days won't be submitted for approval and won't appear on the Absence Calendar.' Below this, there is a link to 'https://www.staff.auckland.ac.nz/en/human-resources/your-hr/leave.html'. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit Request'. A blue box highlights the 'Total Request Amount: 85 Days' at the bottom of the form.

6

You can upload documents here. If you upload documents here it will save in your documents tab under your profile.

If you use this tab, you need to select Research and Study Leave category in the drop down options.



The screenshot shows a mobile application interface for requesting absence. The title is "Request Absence". At the top, there is a back arrow and a close button. Below the title, there is an "Alerts: 1" notification with a "View All" link. A "Comment to Approver" text area is present. The "Attachments" section is highlighted with a blue box and contains one document: "a)At Leave Req Ee.docx" (64.32 KB) with a "Successfully Uploaded!" status. Below the attachments is a "Category*" dropdown menu, which is also highlighted with a blue box and has a hand cursor pointing to it. At the bottom, there are "Total Request Amount: 61 Days", "Available Balance: 300 Days" (including accrued time off until 30/06/2026), and "Remaining Balance: 239 Days" (amount available after submission). "Cancel" and "Submit Request" buttons are at the very bottom.

Hono | Employee Research and Study Leave

7

You will now receive a notification in My Tasks. You will have the employee questionnaire to go through, covering three sections. You can complete the sections relevant and attach additional documents at the bottom. The fields have unlimited word count.

If you want to part fill the application and return to it, you can select the save for later tab. This will allow you to revisit at any time in "my tasks". You can also increase the size of the application via the 2 arrow extenders shown below.

The screenshot shows the Hono system interface. On the left is a 'My Tasks' sidebar with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main area displays a task titled 'RSL Employee Questionnaire' with a 'Save for Later' button highlighted by a blue box. The questionnaire form includes sections for 'FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES' and 'GRANT-IN-AID' with a 'Submit' button.

8

It is essential that you add the grant in aid amount as required below. As per guidelines, provide an indicative breakdown of costs, e.g. flights, accommodation, etc. As your application goes through the approval stages, this amount will be used in your final letter if successful.

The screenshot shows the 'GRANT-IN-AID' section of the questionnaire. It includes a description of the grant, a list of rates for different roles, and a section for selecting the applicable category. Below this is a text input field for 'Please provide indicative costs for anticipated expenses whilst on RSL. This will help the FSC subcommittee and dean in awarding the amount of grant-in-aid within the prescribed maximum. Final costs will be detailed when uplifting the grant-in-aid. (Required)'. The input field contains the value '\$25000'.

9

As you go through and complete each box, it has an unlimited word amount. You can copy and paste into each field if easier.

As you reach section three you need to select at least one or more of the boxes that apply..

Section Three:

Applicant checklist and sign-off (Required)

The screenshot shows a mobile application interface for the 'Applicant checklist and sign-off' section. It features a search bar at the top, a hamburger menu icon, and a list of six checklist items, each with an unchecked checkbox. The items are: 1. 'I have read and understand the University's Research and Study Leave HR Policy.' 2. 'I have discussed my plans for RSL with my academic head (or my academic head's delegate) prior to submitting this application.' 3. 'I confirm that all students I am supervising or co-supervising have been made aware of my planned period of absence.' 4. 'I have attached the copy of my Interim Leave Report Form signed and dated by my academic head (if this is not your first RSL application and your RSL was undertaken during or after 2020)' 5. 'I have attached my teaching evaluations since my last leave (or since appointment).' 6. 'I have attached a list of my research outputs since my last leave (or since appointment).' A vertical scrollbar is visible on the right side of the list.

10

Following this you can upload any necessary documents to support your application such as teaching evaluations, RSL report etc. You will just need to add a comment to say what the document is.

Once all sections are completed you can submit the application by adding your name to the last box as way of digital signature.

The screenshot shows the document upload and signature section of the application. It starts with the instruction 'Please upload any supporting documents here. (Required)'. There are two uploaded documents: 'Template.pdf' and 'Template.docx', both with 'Successfully Uploaded!' status. Each document has a 'Comment' field with the text 'RSL2 - EE' and 'RSL1 - EE' respectively. Below the documents is an 'Upload' button. A note states: 'By submitting this request, you are electronically signing this Research and Study application. (Key in your full name in the following text box) (Required)'. Below this note is a large text input field containing the word 'Test'. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

11

All sections are mandatory. If you have missed a section and click and submit, you will receive a red error alert. This will tell you what you have missed.

An example error message is shown below:



13 Errors

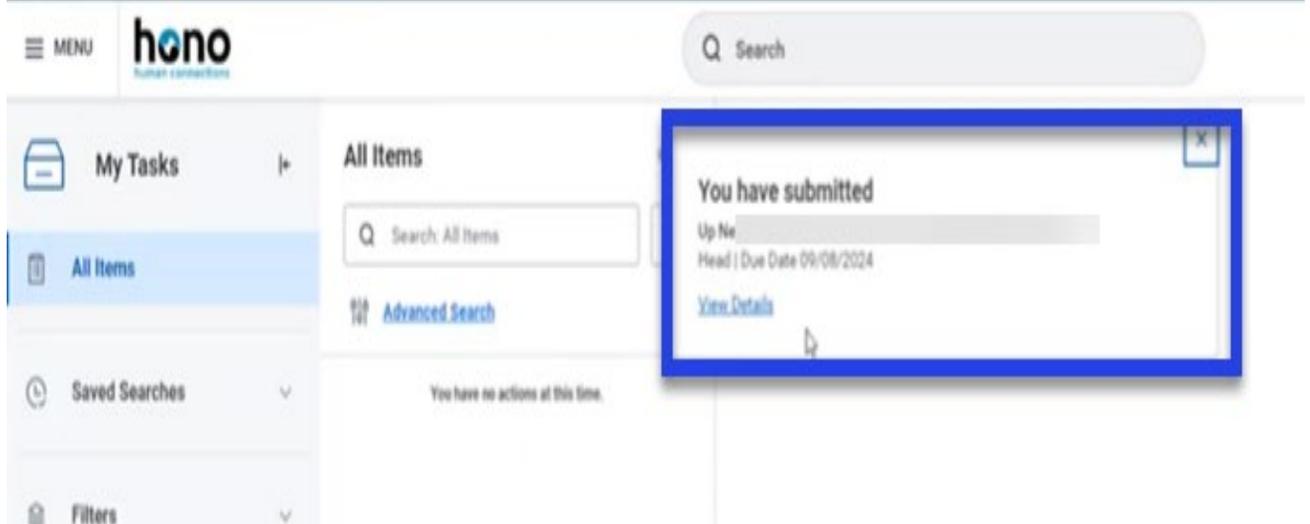
Errors

1. Grid Error

The question "FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES(if known at date of application, otherwise information should be provided later)" is required and you must enter an answer.

12

Once completed, click Submit and you will receive a notification informing you it's gone to the Academic Head to approve.



The screenshot displays the Hono application interface. On the left, there is a navigation menu with options: My Tasks, All Items (selected), Saved Searches, and Filters. The main content area shows 'All Items' with a search bar and an 'Advanced Search' link. Below this, it states 'You have no actions at this time.' A notification box is overlaid on the right side, titled 'You have submitted'. The notification includes the text 'Up Ne' followed by a redacted name, and 'Head | Due Date 09/08/2024'. A 'View Details' link is present at the bottom of the notification box.

Hono | Employee Research and Study Leave

13

You can check the progress of any applications for research and study leave, going into your employee profile, going into worker history under job and checking where and who the application is with.

The screenshot shows the 'Worker History' section of a system. A navigation bar at the top includes 'Job Details', 'Employment Data', 'Service Dates', 'Manager History', 'Management Chain', 'Organizations', 'Support Roles', 'Worker History' (highlighted), 'Collective Agreement', and 'More'. Below the navigation is a 'View Worker History by Category' button. The main content is a table titled 'Worker History 19 Items' with the following data:

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Absence Request: /	02/06/2026	24/06/2025 03:35:42 pm	26/06/2025		In Progress	
Absence Request:	30/06/2025	16/05/2025 09:10:23 am	18/05/2025	19/05/2025 07:44:14 pm	Successfully Completed	
Absence Request: /	22/04/2025	18/03/2025 02:53:26 pm	20/03/2025	18/03/2025 02:53:26 pm	Successfully Completed	
Absence Correction: .	15/04/2025	03/04/2025 11:46:20 am		03/04/2025 11:46:20 am	Successfully Completed	

14

To further check the absence information, you can click on the 3 dots related actions which will further define the business process for you.

The screenshot shows the details of an absence request. At the top, it says 'For' followed by a name. Below that, 'Overall Process' is 'Absence Request: .'. The 'Overall Status' is 'In Progress' and the 'Due Date' is '26/06/2025'. Under the 'Details' section, there is a table titled 'Request Details 62 Items' with the following data:

Date	Day of the Week	Type	Position	Requested	Unit of Time
02/06/2026	Tuesday	Research and Study	Senior Lecturer	1	Days
03/06/2026	Wednesday	Research and Study	Senior Lecturer	1	Days
04/06/2026	Thursday	Research and Study	Senior Lecturer	1	Days
05/06/2026	Friday	Research and Study	Senior Lecturer	1	Days
08/06/2026	Monday	Research and Study	Senior Lecturer	1	Days

At the bottom of the page, there are 'Submit' and 'Cancel' buttons.

Hono | Employee Research and Study Leave

15

You will receive a final notification when the absence and application have been approved. You will find this in your notifications.

The screenshot shows a notification interface. On the left, there is a 'Notifications' header and a list of notifications. The list includes three 'Absence Correction' notifications and one 'Absence Request' notification. The 'Absence Request' notification is highlighted with a blue box. On the right, a detailed view of the 'Absence Request' notification is shown, also highlighted with a blue box. The detailed view includes the title 'Absence Request', the time '19 hour(s) ago', and the message: 'your Research and Study application from 2026 06 08 to 2026 08 28 has been approved. An official letter will be sent from HR Advisory.' Below the message, there are links for 'Details' and 'Absence Request'.

16

Once the RSL application is approved, employees can amend the dates within the approved period using the Manage Absence app.

If the application is still in progress, they can track its location via Worker History and contact the person it's currently with to send it back.

The approver has the option to select "Revise Dates," which returns the application to the employee's My Tasks to make edits.

Important: Employees can't amend dates beyond the original period. If dates need to be extended, they'll have to cancel and resubmit a new application

The screenshot shows a 'Send Back' dialog box. The 'To' field is set to 'Off' and the 'Reason' field is set to 'Revise Time Off'. The 'Reason' field has a dropdown menu open, showing a list of reasons: 'Revise Time Off', 'RSL Employee Questionnaire', 'Review Time Off Request by Academic Head', and 'Review Time Off Request by Faculty Staffing Committee (FSC)'. The 'Revise Time Off' option is selected with a blue radio button.

17

Before submitting your application, it's a good idea to **save a copy** of your responses, either by copying and pasting the content or using a snipping tool. If you've drafted your answers elsewhere, make sure to save that version too. Once submitted, your application can be difficult to access unless it's sent back for editing.

Academic Head: Research and Study Leave

Hono | Absence

Research and Study Leave

The Head of School receives notifications to review and approve employee's requests for research and study leave.

1

Go to My Tasks to review the time off request dates and the RSL application. You will not be able to do this as a quick review, as you will need to add your comments to the questionnaire. You will be presented with a lot of information. To help view the information you can use the arrow extenders highlighted which will then take you to a full-page view. To view the time off request and application scroll down the page.

My Tasks | All Items | Search: All Items | Advanced Search | Review Time Off Request by Academic Head | Due: 13/06/2025 | Effective: 01/05/2026

Created: 11/06/2025 | Due: 13/06/2025 | Effective: 01/05/2026

Review Absence | Due Date: 12/06/2025

STATEMENT OF ACADEMIC HEAD

Please use the commentary section below to advise the Faculty Staffing Subcommittee and dean how the proposed Research and Study Leave programme promotes the objectives outlined above and how they align with the Research and Study Leave Policy. It is expected that staff members who are recommended for Research and Study Leave are performing satisfactorily for their grade in relation to the Academic Standards. This should be included in your commentary along with any other matters referred to in this application and on the effect of the leave applied for on research contract obligations and the teaching and supervision of students. By submitting the comments, you are electronically recommending action for this Research and Study application.

<Please copy and paste the applicable points below into the comments box as your sign off>

I confirm that satisfactory arrangements can be made to cover teaching commitments and supervisory duties during the proposed period of Research and Study Leave.

I confirm that satisfactory arrangements can be made to cover research contract obligations during the proposed period of Research and Study Leave.

I support this application.

I support this application but request that the leave be deferred until xx/xx/xx for the reasons outlined below.

I do not support this application.

Details to Review

First Day of Time Off: 01/05/2026

Last Day of Time Off: 30/07/2026

Total: 63 days - Research and Study

Request Details: 63 items

Approve | Send Back | Deny | Cancel

2

To make the application easier to view: Click the magnifying glass icon (visible after using the extender) Once expanded, you'll see a PDF icon, click it to download and print the application if needed

TIP: If you download the PDF, make sure to save a copy for yourself or the employee. It may be useful to refer to later.

View Questionnaire Response

Response | Status: Completed

Questionnaire: RSL Employee Questionnaire v7 | Respondent: [Redacted] | Submission Date: 08/05/2025

17 items

Question	Answers
FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES (If known at date of application, otherwise information should be provided later)	This text is for training purpose. Employee will need to enter all relevant details for this field.

3

Scroll down to the bottom of the page.
All the questionnaire information is supplied. You will also be able to view the attached documents. And if needed you will also be able to attach any further documents too.

Question	Answers
FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES (If known at date of application, otherwise information should be provided later)	test
GRANT-IN-AID Grant-in-aid can be paid in a lump sum, minus any amount that is used to book travel and accommodation through the University's Travel Management Company (TMC). Costs which are over and above the grant are the responsibility of the staff member. The rates for grant-in-aid are: - Lecturers - \$2,000 per month for the first 6 months of leave taken then \$1,500 per subsequent month to a maximum of \$21,000 - Senior Lecturers and above: - \$1,500 per month of leave taken to a maximum of \$18,000 Please tick the applicable boxes below to assist in setting grant-in-aid: Please provide indicative	I am a Lecturer and I seek approval for grant-in-aid of (state amount) as per the RSL procedures to cover reasonable and actual expenses
Please provide indicative	test

Process History

- Due 11/08/2024
- 1 minute ago
- Due 11/08/2024

Attachments

Drop files here
or
Select files

4

You can attach documents if needed.
Be sure to:
Upload the file, add a brief description explaining what it is
Select "Research and Study Leave" as the category from the drop-down menu
The uploaded document will be visible to the next reviewer.

Process History

- Request Time Off- Step Completed Due 13/06/2025
- RSL Employee Questionnaire- Step Completed Just now
- Review Time Off Request by Academic Head- Not Required
- Review Time Off Request by Academic Head- Awaiting Action Due 13/06/2025

Attachments

- Confidential.docx
Successfully Uploaded!
- Description: Confidential
- Category: X Research and Study Leave

Hono | Academic Head Research and Study Leave

5

Before you submit your approval or denial you will need to copy and paste one or several of the options below (which is found at the top of the application) You can then add comments with an unlimited word count in the box to support your reason.

Please use the commentary section below to advise the Faculty Staffing Subcommittee and dean how the proposed Research and Study Leave programme promotes the objectives outlined above and how they align with the Research and Study Leave Policy. It is expected that staff members who are recommended for Research and Study Leave are performing satisfactorily for their grade in relation to the Academic Standards. This should be included in your commentary along with any other matters referred to in this application and on the effect of the leave applied for on research contract obligations and the teaching and supervision of students. By submitting the comments, you are electronically recommending action for this Research and Study application.

<Please copy and paste the applicable points below into the comments box as your sign off>

- I confirm that satisfactory arrangements can be made to cover teaching commitments and supervisory duties during the proposed period of Research and Study Leave.
- I confirm that satisfactory arrangements can be made to cover research contract obligations during the proposed period of Research and Study Leave.
- I support this application.
- I support this application but request that the leave be deferred until xx/xx/xx for the reasons outlined below.
- I do not support this application

6

Once you've reviewed the questionnaire and selected one or more of the options above, you can copy and paste your comments into the box provided. Tip: the text box only shows one line at a time when typing directly, so you can copy and paste notes here if preferred.

You can then either:

Approve the RSL request, or

Send it back to the previous person (be sure to include a comment explaining why, if applicable)

View Balances

> Previous Time Off Requests

I support this application.

Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering

Additional Information

Response 

Status Completed

Questionnaire RSL Employee Questionnaire v7

Respondent

Submission Date 10/06/2025

17 items

Approve

Send Back

Deny

Cancel

7

IMPORTANT: If the dates don't meet requirements or if information is missing from the application, **do not click "Deny" or "Cancel."** Instead, use the **"Send Back"** button as outlined on the previous page.

Using "Deny" or "Cancel" will permanently delete the questionnaire data, and the employee will need to restart the entire process

Review Absence Request [redacted] [more options]

Please review the recommendations in the approval workflow comments, approve or deny the time off request and proceed to the questionnaire to document your final decision. Please note, the questionnaire is available in your task list to record your recommendations.

For [redacted]

Overall Process Absence Request: [redacted]

Overall Status In Progress

Due Date 13/06/2025

Details to Review

First Day of Time Off 01/05/2026

Last Day of Time Off 30/07/2026

Total 63 days - Research and Study

Request Details 63 items [filters]

Date	Day of the Week	Type	Position	Requested	Unit of Time
01/05/2026	Friday	Research and Study	[redacted]	1	Days

[Approve] [Send Back] [Deny] [Cancel]



8

Once approved, it is now sent through to the Faculty Staffing committee to review.

Success! Event approved

Up Next: Review Time Off Request by Faculty Staffing Committee (FSC) | Due Date 11/08/2024

[View Details](#)

9

You can check the progress of any applications for research and study leave, going into the employee profile, going into worker history under job and checking where and who the application is with.

Job Details Employment Data Service Dates Manager History Management Chain Organizations Support Roles **Worker History** Collective Agreement More

View Worker History by Category

Worker History 19 Items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Absence Request: /	02/06/2026	24/06/2025 03:35:42 pm	26/06/2025		In Progress	
Absence Request: /	30/06/2025	16/05/2025 09:10:23 am	18/05/2025	19/05/2025 07:44:14 pm	Successfully Completed	
Absence Request: /	22/04/2025	18/03/2025 02:53:26 pm	20/03/2025	18/03/2025 02:53:26 pm	Successfully Completed	
Absence Correction: /	15/04/2025	03/04/2025 11:46:30 am		03/04/2025 11:46:30 am	Successfully Completed	

Faculty Staffing Committee: Research and Study Leave

Hono | Absence

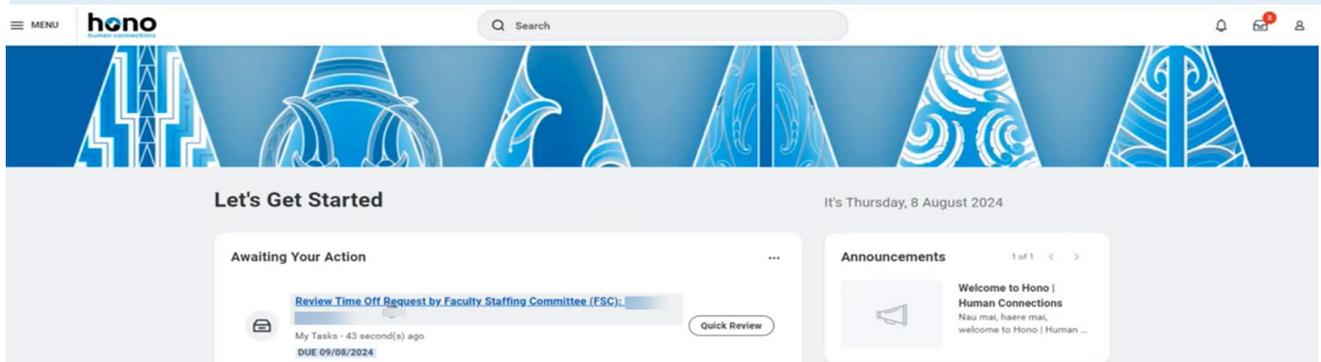
Hono | FSC Research and Study Leave

Research and Study Leave

The Faculty Staffing Committee (FSC) receives a notification of requested research study leave within the faculty they work in. If the approving academic head is a member of the committee, they will not receive a notification. Committee members will be able to access RSL report for Faculty staffing committee and decide which applications they are approving.

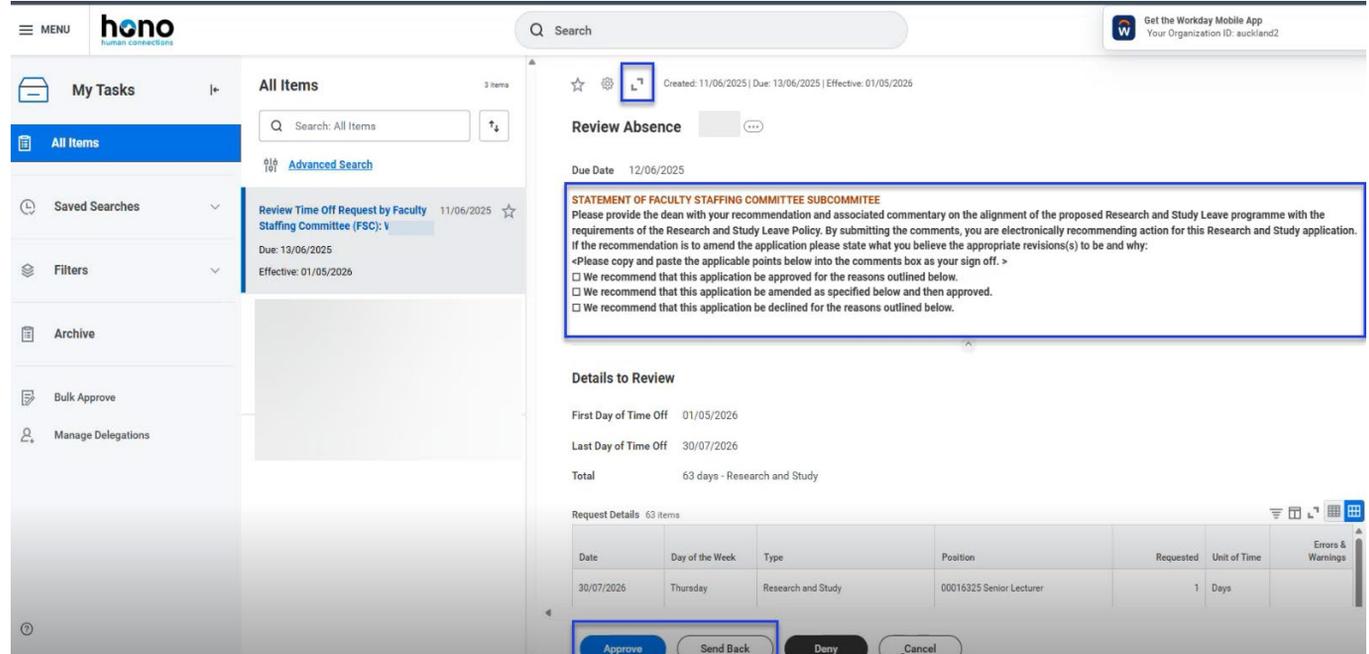
1

Once a questionnaire has been submitted via the academic head, you will receive a notification on your homepage. You can go to your tasks and inbox.



2

Go to notifications and review the time off request. You will be able to see the history of the application from employee and academic head comments. To make it easier click on the extender arrows to give you a full-page view.



Hono | FSC Research and Study Leave

3

Scroll down to the bottom of the page. All the questionnaire information is supplied. You will also be able to view the attached documents and view any previous comments. You can also upload any further documents here too.

17 items

Question	Answers
How did the previous period of leave contribute to the enhanced academic reputation of your academic unit, faculty/LSRI and the University?	<p>seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.</p> <p>Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering trees. The wind carried scents of pine and distant rain, mingling with the earthy aroma of fallen leaves. In the village below, time seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.</p>
Please list any teaching or research outputs that resulted from your leave (you may also include conference papers that were delivered whilst on leave)	<p>Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering trees. The wind carried scents of pine and distant rain, mingling with the earthy aroma of fallen leaves. In the village below, time seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.</p> <p>Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering trees. The wind carried scents of pine and distant rain, mingling with the earthy aroma of fallen leaves. In the village below, time seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.</p>
Section Three: Applicant checklist and sign-off	I have read and understand the University's Research and Study Leave HR Policy, I have discussed my plans for RSL with my academic head (or my academic head's delegate) prior to submitting this application.
Please upload any supporting documents here.	<div><p>Template.pdf Uploaded by [User] Comment RSL2-EE 4 minutes ago</p><p>Template.docx Uploaded by [User] Comment RSL1-EE 4 minutes ago</p></div>
By submitting this request, you are electronically signing this Research and Study application. (Key in your full name in the following text box)	Text

4

To make viewing easier as scroll down and get to additional information you can expand the application by clicking on the magnifying glass. Once expanded you will also see the PDF symbol which will allow you to download the application and print if you need to.

View Questionnaire Response

Response

Status Completed

Questionnaire RSL Employee Questionnaire v7

Respondent [User]

Submission Date 08/05/2025

17 items

Question	Answers
FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES (If known at date of application, otherwise information should be provided later)	This text is for training purpose. Employee will need to enter all relevant details for this field.

Hono | FSC Research and Study Leave

5

Before you submit your recommendations, you will need to copy and paste one or several of the options below (which is found at the top of the application) You can then add comments with an unlimited word count in the box to support your reason.

STATEMENT OF FACULTY STAFFING COMMITTEE SUBCOMMITTEE

Please provide the dean with your recommendation and associated commentary on the alignment of the proposed Research and Study Leave programme with the requirements of the Research and Study Leave Policy. By submitting the comments, you are electronically recommending action for this Research and Study application. If the recommendation is to amend the application please state what you believe the appropriate revisions(s) to be and why:

<Please copy and paste the applicable points below into the comments box as your sign off. >

- We recommend that this application be approved for the reasons outlined below.
- We recommend that this application be amended as specified below and then approved.
- We recommend that this application be declined for the reasons outlined below.

6

Once you have checked the questionnaire and you have selected one or more of the above options, you can copy and paste into the box below. You can add additional comments. You can either type directly into the box or you can copy and paste from a separate document. If you type directly, you will only be able to see one line of text at a time.

You then You can either approve the RSL request or send it back to previous person. If you choose to send back, you can add comments as to why.

IMPORTANT: If the dates don't meet requirements or if information is missing from the application, **do not click "Deny" or "Cancel."**

Instead, use the **"Send Back"** button as outlined on the previous page.

Using "Deny" or "Cancel" will permanently delete the questionnaire data, and the employee will need to restart the entire process

The screenshot displays a web application interface for RSL recommendations. At the top, there is a button labeled "View Balances". Below it is a comment box with the placeholder text "enter your comment" and the word "TEST" entered. The box is titled "Additional Information". Below the comment box, there is a section for "Response" with a search icon, "Status" set to "Completed", "Questionnaire" set to "RSL Employee Questionnaire v6", "Respondent" (blurred), and "Submission Date" set to "09/08/2024". At the bottom, there is a navigation bar with buttons for "Approve", "Send Back", "Deny", and "Cancel". A large red "X" is placed over the "Deny" and "Cancel" buttons, indicating they should not be used.

7

Once approved, it will go to the Dean for final approval.

You have submitted

[View Details](#)

8

To check the progress of any applications for research and study leave, you can access the RSL report by typing in search bar RSL Report for Faculty Staffing Committee.

RSL Report for Faculty Staffing Committee

Due Date Less Than

Cancel

OK

RSL Report for Faculty Staffing Committee

Due Date Less Than 25/06/2025

44 items

Time Off Type	Status	Faculty/Service Division	Department	Employee	Process History		Role Responsible for Action	Assigned to Worker	Request Start Date	Request End Date	Due Date	Days Past Due
					Business Process Transaction	Step						
Research and Study	In Progress	Science	Statistics		Absence Request: Claudia Rivera	RSL - Dean Questionnaire	Dean and Director LSR		02/02/2026	31/08/2026	08/03/2025	108
Research and Study	In Progress	Science	Computer Science		Absence Request: Burkhard Wuersche	RSL - Dean Questionnaire	Dean and Director LSR		02/02/2026	29/01/2027	16/03/2025	100

Research and Study Leave (Dean)

Hono | Absence

Hono | Dean Research and Study Leave

Research and Study Leave

Once the FSC have reviewed the study leave, a notification will be sent to the Dean. The Dean has two steps to approve which will both appear in "my tasks". Firstly, the Dean will complete a questionnaire as well as a review of the application and approval of the absence request.

The Dean will be able to review all the prior history from the employee, Academic Head and FSC, via the Dean and Employees Questionnaire Responses report.

1

Go to your notifications to review the application and time off request. You will be able to see the history of the application from employee and academic head comments.

The screenshot shows the Hono dashboard interface. At the top, there is a navigation bar with the Hono logo, a search bar, and notification icons. Below the navigation bar is a decorative header with blue and white patterns. The main content area is titled "Let's Get Started" and shows the date "It's Thursday, 8 August 2024". The dashboard is divided into several sections: "Awaiting Your Action" (highlighted with a blue box), "Announcements", "Important Dates", "Team Highlights", and "Your Top Apps". The "Awaiting Your Action" section contains two notifications for "RSL - Dean Questionnaire" with timestamps "38 second(s) ago" and "23 day(s) ago". A "Go to My Tasks (2)" link is visible below the notifications.

Dean Notifications

If a Dean has delegations on RSL, the delegated person will be able to go through the same steps on behalf of the Dean.

Hono | Dean Research and Study Leave

2

You will see 2 tasks in your task inbox. The task "absence request" will allow you to review and see all the history, comments and documents from the previous approvers, along with the absence. The Dean Questionnaire task is the task you will need to action and approve after "reviewing only the absence request" task.

Search: All Items

Advanced Search

- Absence Request: [redacted] 11/06/2025 ☆
Effective: 01/05/2026
- RSL - Dean Questionnaire: [redacted] 11/06/2025 ☆
Effective: 01/05/2026

Review Absence Request

Please review the recommendations in the approval workflow comments, approve or deny the time off request and proceed to the questionnaire to document your final decision. Please note, the questionnaire is available in your task list to record your recommendations.

For: Wei Yu

Overall Process: Absence Request

Overall Status: In Progress

Due Date: 13/06/2025

Details to Review

First Day of Time Off: 01/05/2026
Last Day of Time Off: 30/07/2026
Total: 63 days - Research and Study

Request Details 63 items

Date	Day of the Week	Type	Position	Requested	Unit of Time
01/05/2026	Friday	Research and Study		1	Days

Approve Send Back Deny Cancel

3

As you scroll down the absence request, you will see all of the application questions and attached documents. You will see the indicative costs under the grant in aid section, which you will need to know for when you complete the Dean Questionnaire step. See later steps.

GRANT-IN-AID

Grant-in-aid can be paid in a lump sum, minus any amount that is used to book travel and accommodation through the University's Travel Management Company (TMC). Costs which are over and above the grant are the responsibility of the staff member.

The rates for grant-in-aid are:

- Lecturers
- \$2,000 per month for the first 6 months of leave taken then \$1,500 per subsequent month to a maximum of \$21,000
- Senior Lecturers and above:
- \$1,500 per month of leave taken to a maximum of \$18,000

Please tick the applicable boxes below to assist in setting grant-in-aid.

Please provide indicative costs for anticipated expenses whilst on RSL. This will help the FSC subcommittee and dean in awarding the amount of grant-in-aid within the prescribed maximum. Final costs will be detailed when updating the grant-in-aid.

\$25000

Section One:

Proposed Research & Study Leave programme

Research and Study Leave has three main objectives as outlined in the Research and Study Leave policy. Please provide an outline of your proposed leave and then comment on each objective listed below.

What is your proposed Research and Study Leave Programme?

Objective one:

How will this leave enhance your research and teaching performance?

Section Three:

applicant checklist and sign-off

Please upload any supporting documents here.

- Template pdf Uploaded by Wei Yu
Comment RSL 2 - EE
- Template docx Uploaded by Wei Yu
Comm RSL 1 - EE

Hono Help

4

In the absence request, you can scroll down to the bottom of the page.

All the questionnaire information is supplied. You will also be able to view the attached documents and view any previous comments.

16 items

Question	Answers
FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES (If known at date of application, otherwise information should be provided later)	test
GRANT-IN-AID Grant-in-aid can be paid in a lump sum, minus any amount that is used to book travel and accommodation through the University's Travel Management Company (TMC). Costs which are over and above the grant are the responsibility of the staff member. The rates for grant-in-aid are: - Lecturers - \$2,000 per month for the first 6 months of leave taken then \$1,500 per subsequent month to a maximum of \$21,000 - Senior Lecturers and above: - \$1,500 per month of leave taken to a maximum of \$18,000 Please tick the applicable boxes below to assist in setting grant-in-aid:	I am a Lecturer and I seek approval for grant-in-aid of (state amount) as per the RSL procedures to cover reasonable and actual expenses
Please provide indicative	test

Process History

- Due 11/08/2024
- 1 minute ago
- Due 11/08/2024

Attachments

Drop files here
or
Select files

5

To make viewing easier you can expand the application by clicking on the magnifying glass. Once expanded, you will also see the PDF symbol, which will allow you to download the application and print if you need to.

View Questionnaire Response

Response

Status Completed

Questionnaire RSL Employee Questionnaire v7

Respondent

Submission Date 08/05/2025

17 items

Question	Answers
FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES (If known at date of application, otherwise information should be provided later)	This text is for training purpose. Employee will need to enter all relevant details for this field.

Hono | Dean Research and Study Leave

6

Again, as you scroll down, you can see all the past comments and reasoning for and against the application.

If you would like any further additional information, then you will need to select the send back button, which will allow you to select the reason and why, and to whom you need the information from.

IMPORTANT: If the dates don't meet requirements or if information is missing from the application, **do not click "Deny" or "Cancel."** Instead, use the **"Send Back"** button as outlined on the previous page.

Using "Deny" or "Cancel" will permanently delete the questionnaire data, and the employee will need to restart the entire process

View Comments (2)

I support this application.

3 minutes ago

Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering trees. The wind carried scents of pine and distant rain, mingling with the earthy aroma of fallen leaves. In the village below, time seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.

All good

Just now

Beneath the golden canopy of an autumn sky, a solitary crow drifted lazily above the whispering trees. The wind carried scents of pine and distant rain, mingling with the earthy aroma of fallen leaves. In the village below, time seemed to slow. A cat tiptoed along a wooden fence, watching a butterfly dance in the air like a scrap of sunlight. Somewhere, a radio crackled with old jazz, spilling notes through an open window onto the cobblestone street. Children laughed, their voices chasing each other like birds, echoing through alleys lined with ivy. An old man in a faded cap tossed breadcrumbs to pigeons, while a young woman sat on a bench reading a worn paperback. Nothing extraordinary happened—yet everything felt alive. A baker wiped his hands on his apron, smiling at a joke no one heard. A dog barked once, then returned to dozing in a sunbeam. Somewhere beyond the hill, a train whistle blew, low and mournful. The crow turned westward, wings stretched wide, and vanished into the horizon. Life moved forward in quiet, deliberate moments, unnoticed by most, yet stitched together in a tapestry of small, perfect details—each one a whisper of wonder waiting to be heard.

Approve

Send Back

Deny

Cancel

7

You can use the **Send Back** button to return the application to anyone who has been part of the approval process.

If you choose to send it back, you **must include a comment** explaining why.

NOTE: Sending it back restarts the approval process, and the application will go through all the same approval steps again.

All notes and comments will be visible to help others understand the reason for the return

Send Back

To * - Revise Time 

Off

Search

Reason * - Revise Time Off

- RSL Employee Questionnaire

- Review Time Off Request by Academic Head

- Review Time Off Request by Faculty Staffing Committee (FSC)

06/2025 

Research

8

Dean Questionnaire Step:

Once you've reviewed the application, proceed to the task labeled "Dean Questionnaire."

This is where you complete each of the required sections, including:

- Entering the Grant-in-Aid amount in the designated box
- Indicating whether you support the application or not
- Adding your comments to support your decision

Once submitted, the task will move to HR Advisory, who will then generate the letter of approval.

The screenshot shows a web interface for the Dean Questionnaire. On the left, there is a sidebar titled "All Items" with a search bar and a list of items. One item, "RSL - Dean Questionnaire", is highlighted with a blue box. The main area contains a form with several sections: a list of radio buttons for approval options, a section for approving a grant-in-aid payment with "Yes" and "No" radio buttons, a "Grant-in-aid amount approved" section with a text input field containing "25000", and a "Commentary:" section with a text area containing "Test". At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel". The "Submit" button is highlighted with a blue box.

All Items 6 items

Search: All Items

[Advanced Search](#)

Effective: 01/05/2026

RSL - Dean Questionnaire: 11/06/2025

Effective: 01/05/2026

10/06/2025

Effective: 07/04/2026

23/05/2025

Effective: 01/01/1900

23/05/2025

22/05/2025

Approve with amendments

Deny - Scheduling issues

Deny - Insufficient productivity between periods of research

Deny - Other reasons

I approve a payment of grant-in-aid to cover actual and reasonable expenses.

Yes

No

Grant-in-aid amount approved

25000

Commentary:

Test

Submit Save for Later Cancel

9

Once approved, it will go to the HR advisory to generate the letter to send to the employee confirming the request.

You have submitted

[View Details](#)

10

Viewing the Full Application:

You can access the "RSL Questionnaire Response Report – Employee and Dean" to view all the application questions in one place.

To access the report:

Type "RSL Questionnaire" into the search bar

The report will appear — you can then expand it or download it as a PDF for easier review

RSL Questionnaire Response Report - Employee and Dean



Time Off Plan Research and Study Worker

0 items

Worker	Manager	Position	RSL Request Event	RSL Start Date	RSL End Date	Employee Questionnaire	Employee Questionnaire Respondent	FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES	GRANT-IN-AID: Please tick the applicable boxes below to assist in setting grant-in-aid: (Required)	Please provide indicative costs for anticipated expenses whilst on RSL	Section One: Proposed Research & Study Leave programme	Section One: Objective 1	Section One: Objective 2	Section One: Objective 3	Effect of proposed leave on teaching, research and supervisory duties	Project Number	Relevant Report/Deadline	Name of Responder	Colleague / (Required)

02:23 pm 16/06/2025 Page 1 of 1

Time Off Plan: Research and Study Worker

Worker	Manager	Position	RSL Request Event	RSL Start Date	RSL End Date	Employee Questionnaire	Employee Questionnaire Respondent	FINANCIAL ASSISTANCE FROM OUTSIDE SOURCES	GRANT-IN-AID: Please tick the applicable boxes below to assist in setting grant-in-aid: (Required)	Please provide indicative costs for anticipated expenses whilst on RSL	Section One: Proposed Research & Study Leave programme	Section One: Objective 1	Section One: Objective 2	Section One: Objective 3	Effect of proposed leave on teaching, research and supervisory duties	Project ID Number	Relevant Report/Deadline	Name of Responder	Colleague / (Required)

Research and Study Leave (Employee)

Hono | Absence

Research and Study Leave

Once all the steps and checks have been made, and your RSL request has been approved by the Academic Head, Faculty Staffing Committee and Dean, you will receive a final notification in your task inbox.

The final notification and letter will be sent to you advising of RSL approval. This will be an offline process.

1

Once your request for Research and Study Leave has been approved, you will receive the following notification. HR advisory will send you a letter outlining all the information. This is an offline process.

The screenshot shows the Hono user interface. At the top left is a 'MENU' button and the 'hono human connections' logo. A search bar is in the top center. On the top right, there are notification and email icons with red '1' indicators, and a user profile icon. Below the header is a 'Notifications' section. On the left, there are filters for 'Viewing: All' and 'Sort By: Newest', with a 'From Last 30 Days' label. A notification card is visible, titled 'Absence Request: [redacted]' with a sub-header 'Research and Study Leave Approval' and a timestamp '3 day(s) ago'. To the right of the card is a list of actions: a grid icon, a PDF icon, a settings gear icon, and a full-screen icon. The main content area shows the notification text: 'Absence Request: [redacted]' followed by '3 day(s) ago' and the message: '[redacted], your Research and Study application from 2025 04 22 to 2025 07 25 has been approved. An official letter will be sent from HR Advisory.' Below the text are links for 'Details' and 'Absence Request: [redacted]'.

Below is a sample notification of the absence request approval.

This block shows a sample notification. It starts with 'Absence Request: [redacted]' followed by three action icons: a grid icon, a PDF icon, and a settings gear icon. Below this is the timestamp '3 day(s) ago'. The main message reads: '[redacted], your Research and Study application from 2025 04 22 to 2025 07 25 has been approved. An official letter will be sent from HR Advisory.' At the bottom, there are links for 'Details' and 'Absence Request: [redacted]'.



**Thank you
Ngā mihi**