

**From:** virinhalo@deloitte.com.au  
**Sent:** Thursday, 28 May 2020 3:25 PM  
**To:** Shanabrook, Gregory  
**Subject:** Virgin Australia Group (Administrators Appointed) | Pre-registration to view employee entitlements in Halo platform  
**Attachments:** 200528 Employee Entitlement Notice\_Virgin\_FINAL.pdf; Virgin-Deloitte Halo Employee FAQ.pdf



Deloitte Australia | May 28 2020

## Virgin Australia Group (Administrators Appointed)

### Accessing Deloitte Halo for Virgin Australia Group to view estimated employee entitlements

Dear Sir / Madam,

The Administrators have numerous statutory obligations to comply with, including convening meetings and preparing a detailed report to all creditors of the Companies. To assist in determining your eligibility to vote at the creditor meetings, the Administrators wish to provide you further information on the estimated value of your employee entitlements (your creditor claim).

As such, your Virgin Australia work email address (and your personal address, if on file) has been pre-registered in Virgin Australia Group's creditor platform on Deloitte Halo.

### What is the Halo platform for?

This platform will serve as a tool for the Administrators' to communicate with you and provide further information from time to time as to your employee entitlements during the Virgin Australia Group's administration moving forward.

In this tool, you will be able to:

- Register as a user to provide, verify or update contact information provided to the Administrators
- View your estimated employee entitlement information
- If you consent to electronic communications, this platform will allow you to send and receive secure messages to the Administrators about your entitlements or other matters

### **How do I access and verify my account?**

To confirm your Virgin Australia email (or personal email, if applicable) and create a password in the platform, access the “My Account” page of Halo [here](#).

As a part of this registration process, a confirmation email or one time password (OTP) will be sent to the email used in your registration to validate the account.

### **Viewing your estimated entitlements**

Once you have verified your account, you can log in to your account on Halo to view your estimated employee entitlements. This information is on your My Claims Dashboard.

The entitlements we have presently calculated are as at 30 April 2020, and will be updated throughout the Administration.

Each employee entitlement (e.g. annual leave, long service leave) will be presented separately and assigned with a unique claim identification number so you can quote this number in communications with Administrators. Unpaid wages, overtime and expense reimbursement entitlements owing as at 30 April 2020 have not been included on the basis they have been subsequently paid.

You can click on each individual claim number to see further detail of the claim.

At this stage, the entitlement details provided in Halo are for your information only and to provide you with the opportunity to review the balance of the entitlement. **This is not a final determination of your employee entitlement balance.**

You can add access for others to view and manage your employee entitlements including adding a personal email as a second user to your account. To grant access to others log-in and navigate to the My Claims Dashboard section. Select the entitlements that you would like to grant access to and select “Grant Access” button.

### **Important information about your entitlements**

The employee entitlements information has been obtained from Virgin's Oracle payroll system and we have confirmed the balances with your payroll team (with some adjustments still required).

The estimate of entitlements presented will be at a point in time (i.e. 30 April 2020) and will increase or decrease during the course of the Administration as leave is accrued or taken and the Administrators work through other required adjustments.

### **Troubles or questions with the Halo platform?**

If you are having trouble registering, logging into your account or viewing your employee entitlements, please refer to our guidance on the Halo platform FAQs [here](#). Or submit a query [here](#) and our team will get back to you and provide assistance.

### **Questions about your entitlements?**

Please find attached a copy of the notice posted on Workplace today. This may answer some of your queries. If you have any additional queries regarding your entitlements, these can be submitted either by:

- Communications function on Halo:  
Please sign in to [My Account](#), select the Claim ID of the entitlement that you would like to discuss with the Administrators and navigate to the "Communications" tab. Prepare your message or query and then click "Submit" to send it to the Virgin Australia Group Administrators. Our team will respond to your query via the Halo platform.
- Employee queries inboxes:  
You can register your enquiry by emailing either [payroll.queries@virginaustralia.com](mailto:payroll.queries@virginaustralia.com) or [payroll@tigerair.com.au](mailto:payroll@tigerair.com.au). Please enter '30 April 2020 Leave Entitlement Query' in the subject heading of your email so your payroll team can allocate it to a dedicated resource.
- Union representative:  
In addition, for all staff who are a member of a union, your union may be able to assist with your enquiry. Please contact your usual union representative. A list of union contacts is available in Appendix D of the attached notice.

Regards,

**Vaughan Strawbridge, John Greig, Sal Algeri & Richard Hughes**  
Joint & Several Administrators of the Virgin Australia Group

**Private and confidential**

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## Virgin Australia Group (Administrators Appointed)

### Halo Creditor Platform Guidance and Frequently Asked Questions

#### What is the Halo platform for?

This platform will serve as a tool for the Administrators' to communicate with you and provide further information from time to time as to your employee entitlements during the Virgin Australia Group's administration moving forward.

In this tool, you will be able to:

- Register as a user to provide, verify or update contact information provided to the Administrators
- View your estimated employee entitlement information
- If you consent to electronic communications, this platform will allow you to send and receive secure messages to the Administrators about your entitlements or other matters

#### Do I need to register? How do I register?

If you are a Virgin Australia Group employee, you have been pre-registered in the Halo platform with your Virgin Australia email or personal email (if on file).

To confirm your Virgin Australia email (or personal email, if applicable) and create a password in the platform, access the "My Account" page of Halo [here](#).

If you are a Virgin Australia Group contractor with a Virgin Australia email address and your personal email (if on file), may have been pre-registered under this address.

If you no longer have access to your Virgin Australia email address or are having difficulties accessing your account, please submit a query [here](#) our team will get back to you and provide assistance.

As a part of this registration process, a confirmation email or one time password (OTP) will be sent to the email used in your registration to validate the account.

#### Why was I asked to provide consent to be contacted before registering?

By registering on this website, you authorise the External Administrators on behalf of the Virgin Australia Group to send and give notices and documents where such notices and documents may be sent by email, by using the email address provided. We will contact you in regarding to your claim via email address you have provided.

Where the external administration has evolved into another form of external administration (such as a voluntary administration becoming a deed of company arrangement or creditors voluntary liquidation), you authorise the External Administrators of the Virgin Australia Group whether as voluntary administrator or deed administrator or liquidator of the Virgin Australia Group and his employees and agents to send and give notices and documents where such notices and documents may be sent by email to you using the email address provided.

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## **What can I do if I lost my one time password or my confirmation email isn't working?**

If you have lost your one time password email please select [My Account](#), click "Continue" and navigate to the "Sign in" tab and select "*Forgot Password*". You will be prompted to enter your email address and we'll send you a new OTP (one time password).

If you have any further questions, please submit a query [here](#) our team will get back to you and provide assistance.

## **What will my information be used for?**

The information provided in the Halo platform will be used by the External Administrators in carrying out their duties in the administration of the Virgin Australia Group such as management of creditor claims, communications with creditors, assessment of the financial position of the Virgin Australia Group or for preparation of statutory reporting as required by law.

You have various rights in relation to your personal information, including the right to seek access to, or to correct, your information (for more information, please see our [Privacy Statement](#)).

More information about how we will handle your personal information, how you can lodge a complaint, how you can contact us and how you may access and seek correction of your information are set out in our Privacy statement at <https://www2.deloitte.com/au/en/legal/privacy.html>.

At no point are you required to provide sensitive personal information (also called 'special category' personal information), such as information about your ethnicity, health and wellbeing or sexuality. If you do choose to include such information in your free-text answers in providing claim information (proof of debt) to the Administrators (i.e. because it is relevant to the claim question) this is your consent for Deloitte to collect and process that sensitive personal information.

For any other enquiries, you can contact the privacy team at: [privacy@deloitte.com.au](mailto:privacy@deloitte.com.au)

## **How can I reset my password?**

If you wish to reset your password please select [My Account](#), click "Continue" and navigate to the "Sign in" tab and select "*Forgot Password*". You will be prompted to enter your email address and we'll send you an OTP (one time password). The OTP will allow you to create a new password.

If you have any further questions, please submit a query [here](#) our team will get back to you and provide assistance.

## **I'm having difficulty logging in, how can I get further assistance?**

Please submit a query [here](#) our team will get back to you and provide assistance.

## **How can I change my contact details?**

If you have already registered in the Halo platform, sign in via [My Account](#) to change your user name or contact number.

If you have not registered or signed in to the Halo platform, you can submit a request to change your contact details [here](#) our team will get back to you and provide assistance.

## How do I update or add an email address?

If you have already registered in the Halo platform, sign in via [My Account](#) to set up receiving communications via a different email address for one or all of your claims. Once signed in to your account:

- Navigate to the "My Claims Dashboard" section.
- Select the claims that you would like to add another email address to and select "Grant Access".
- Provide the additional email that you would like to add for communications or management of your claims and click "Save".

This will effectively create another account (user) under this email for these claims. You will need to register a password via one time pin with this new email to access your claim information (refer to How do I Register? section above)

Please note that by inviting another email (or user) to access this claim you are authorising the External Administrator on behalf of the Virgin Australia Group to provide full access to the claim(s) to the invited email (or user).

## How do I view my employee entitlements?

Once you have verified your account, you can log in to your account on Halo to view your estimated employee entitlements. This information is on your My Claims Dashboard. You can access these functions by selecting the [My Account](#) link in the toolbar at the left and signing into your account.

The entitlements we have presently calculated at a point in time (e.g. 30 April 2020), and will be updated throughout the Administration.

Each employee entitlement (e.g. annual leave, long service leave) will be presented separately and assigned with a unique claim identification number so you can quote this number in communications with Administrators. Unpaid wages, overtime and expense reimbursement entitlements owing as at 30 April 2020 have not been included on the basis they have been subsequently paid.

You can click on each individual claim number in the My Claims Dashboard to see further detail of the claim such as units of entitlement (hours / weeks) and the rates applicable to the entitlement.

## Who can I talk to with questions about my entitlements?

Please note at this stage, the entitlement details provided in Halo are for your information only and to provide you with the opportunity to review the balance of the entitlement. **This is not a final determination of your employee entitlement balance.**

If you have any queries regarding your entitlements, these can be submitted either by:

- Communications function on Halo:  
Please sign in to [My Account](#), select the Claim ID of the entitlement that you would like to discuss with the Administrators and navigate to the "Communications" tab. Prepare your message or query and then click "Submit" to send it to the Virgin Australia Group Administrators. Our team will respond to your query via the Halo platform.
- Employee queries inboxes:  
You can register your enquiry by emailing either [payroll.queries@virginaustralia.com](mailto:payroll.queries@virginaustralia.com) or [payroll@tigerair.com.au](mailto:payroll@tigerair.com.au). Please enter '30 April 2020 Leave Entitlement Query' in the subject heading of your email so your payroll team can allocate it to a dedicated resource.
- Union representative  
In addition, for all staff who are a member of a union, your union may be able to assist with your enquiry. Please contact your usual union representative. A list of union contacts is available in Appendix D of the attached notice.

## **How do I submit supporting documentation for my employee entitlements (claims)?**

If any further documentation is required in relation to your employee entitlements, the Administrators will contact you.

If you have previously registered via the platform and have registered your claim, please sign in to [My Account](#), select the Claim ID of the claim that you would like to submit documentation for and navigate to the "Communications" tab.

Attach the relevant files such as statements, invoices or contracts and click "Submit" to send these documents to the Virgin Australia Group Administrators.

Once uploaded, a blue document indicator will appear next to this claim in the My Claims Dashboard. The uploaded documents will be accessible on the claim details page for that claim when you select the Claim ID of the claim from the My Claims Dashboard.

## **How do I stop receiving notifications from the Halo platform?**

If you have consented to electronic communications, email notifications from the Halo platform will serve as an alert to you that a message or documents (including Circulars) have been delivered to you securely in the Halo platform for review.

The Administrators would strongly recommend that creditors not 'opt out' or otherwise disable notification from the Halo platform. Otherwise you may risk missing notification as to these important communications.

If you wish to stop receiving notifications from the Halo platform, you can submit a request [here](#) and our team will get back to you and provide assistance.

## **How do I grant access to others to view or manage my entitlements (claims)**

If you have already registered in the Halo platform, sign in via [My Account](#) to grant another user access to one or all of your claims.

In the My Claims Dashboard section, select the claims that you would like to grant access to and select "Grant Access" button. Provide the email and details of the user that you would like to grant access to and click "Save".

If the user you are granting access to have not previously accessed the Halo platform, they will need to register a password via one time pin to access your claim information (refer to How do I Register? section above).

Please note that granting others access to your claims includes giving the invited user the ability to:

- Access to claim information and details
- Communicate with the Administrators in relation to the claim
- Receive notices related to the claim - Modify, edit or delete the claim
- Add, modify or delete documents attached to the claim
- Ability to add access for other users to the claim

Inviting another user to the claim can only be removed by submitting a request [here](#) with the Administrators.

## **How can I see who has been granted access to view my employee entitlements?**

If you have previously registered via the platform and have previously registered your claim, please sign in to [My Account](#) and then select the Claim ID of the relevant claim.



Navigate to the "Access" tab in the claim detail page to see who has been granted access to that claim.

If you would like to remove access of a granted user to the claim, please submit a request [here](#) with the Administrators.

## **What happens from here?**

We will be working as quickly as possible to understand the business operations and institute new controls where needed. Our intention is to cause as little disruption to the business as possible, whilst still meeting our obligations under the law.

During this process, the Administrators will work to investigate the affairs of the Virgin Australia Group and report back to creditors and employees on their findings. We will also make a recommendation to creditors regarding the future of each the Virgin Australia Group.

The estimate of employee entitlements presented will be at a point in time (i.e. 30 April 2020) and will increase or decrease during the course of the Administration as leave is accrued or taken and the Administrators work through other required adjustments.

We will keep you as updated as we can during the process by communicating with you via the Halo platform and updating the Virgin Australia Group Administration page on Deloitte's website with further details <http://www.deloitte.com/au/virgin>

## **Will I be paid? When?**

The effect of the appointment of Voluntary Administrators is to place a moratorium (freeze) on the payment of amounts due to creditors and employees for debts incurred up to the date of the appointment of Administrators. This allows the Virgin Australia Group breathing space whilst the Administrators explore options that will either allow the business to continue, or if not, allow it to maximise the returns to creditors.

No payment can be made in relation to this debt during the Administration process, however, you will be able to lodge a pre-appointment creditor claim in the Halo platform against the Virgin Australia Group by lodging a claim (proof of debt).

## **Who can I contact if I have further questions about the Halo platform?**

If you have further questions you can contact our team. If you have previously registered via the platform please sign in to [My Account](#) and submit a query via the 'Communications' tab. Our team will respond to your query via the platform.

If you have not previously registered in the Halo platform please submit a query [here](#) and our team will get back to you.

## **Other resources**

[Creditors FAQs](#)

[Supplier FAQs](#)

28 May 2020

## To the Employee

Dear Sir/Madam

**Virgin Australia Holdings Limited, ACN 100 686 226  
Tiger International Number 1 Pty Limited, ACN 606 131 944  
and certain entities listed in Appendix A  
(all Administrators Appointed)  
(the Companies or Virgin)**

I refer to my appointment as Joint and Several Administrator together with Vaughan Strawbridge, John Greig, and Sal Algeri.

Today you will receive an email inviting you to access a Halo platform to allow you to review the value of your employee entitlements. Instructions on how to access the Halo platform will be contained within that email.

Employees will be aware of the process currently underway to recapitalise Virgin. Discussions are presently underway with a shortlisted group of interested parties. Based on the progress of those discussions to date, the Administrators are confident of a successful outcome to these negotiations, and subsequently the continued operations of Virgin under a new ownership structure.

While these negotiations continue, the Administrators have numerous statutory obligations to comply with, including the preparation of a detailed report to all creditors of the Companies. For this reason, and also because we understand and appreciate that all employees would like an understanding of the balance of their employee entitlements, we are undertaking a process of calculating these entitlements to provide to employees for their information. This is a normal part of the administration process and **not** an indication that there is any current intention to terminate the employment of any staff.

The employee entitlements information has been obtained from Virgin's Oracle payroll system and we have confirmed the balances with your payroll staff (with the caveats outlined below). At this stage, this is for your information only and to provide you with the opportunity to review the balance of the entitlement. **This is not a final determination of your employee entitlement balance.** The balance of your employee entitlements has been calculated as at 30 April 2020. Unpaid wages, overtime and expense reimbursement entitlements owing at that date have not been included on the basis they have been subsequently paid. Information on how to obtain more information on the balance of your employee entitlements is outlined below.

There are some known issues with the calculations of entitlements which we are working through. We set those out in more detail below.

## Further adjustments may be required

We are aware of some adjustments that are yet to be made to some employee's leave entitlements which were outlined in a post on Friday, 15 May on the People Support Page on Workplace along with a timeframe for when these adjustments will be processed. We shall update the information in the Halo platform and send a further circular to those impacted employees once completed.

To recap on those known adjustments:

1. For all staff who received the JobKeeper allowance and utilised annual leave / long service leave (**LSL**) for that period, your annual leave and LSL balances have not yet been adjusted to recredit the JobKeeper allowance.
2. For all staff who have been on Special Leave Without Pay (e.g. you have been stood down for all or part of your normal hours), your annual leave and LSL balances will not include accrued annual leave and LSL for that period.

These are issues that have resulted from the rapid implementation of the unprecedented JobKeeper programme and stand down into the Oracle payroll system. They are issues that your payroll team has been fully aware of since the implementation however have prioritised ensuring payrolls continue to be paid on time.

We are also aware of the following:

1. If you are Ground Crew staff, you may be entitled to days in lieu under the terms of your employment. This data is kept in a system outside of Oracle and has not yet been incorporated into the employee entitlement calculations. We are in the process of adding these and will update impacted employees when this has occurred.
2. For all ATR and 737 flight crew, investigations are underway in respect of the accuracy of the transfer of leave balances for April 2020 from the rostering systems to Oracle payroll system. This may result in additional adjustments being required to your annual leave entitlements.
3. We are aware of the Companies policy that all employees, upon reaching 10 years continuous service, are entitled to four business class international flights. This has not been included in the information on the Halo platform and we are currently investigating the Companies position on these entitlements given the uncertainties on international travel at this time. We will update employees on this matter as soon as possible.

If you would like to obtain more granular data (e.g. detailed absence summary data) please access the Oracle Employee Self Service system. Refer to Appendix B for instructions on how to access this system.

For those staff where LSL has vested (which occurs in different timeframes, depending which state you are employed in) there will be a variance in the LSL balance in the Halo platform and the balance in the Employee Self Service system. In all cases, the LSL balance in the Halo platform will be higher. The reason for this is that we have calculated the LSL entitlement for eligible employees based on your actual length of service (which you would be entitled to on resignation), whereas the balance on the Employee Self Service System only records the LSL an employee is entitled to take at a particular point in time. See below for a simple example for a Qld employee:

Length of service (years)	Entitlement to take LSL (weeks)	LSL Entitlement upon resignation (weeks)
9	0.0	0.0
10	8.7	8.7
11	8.7	9.5
12	8.7	10.4
13	8.7	11.3
14	8.7	12.1
15	13.0	13.0
16	13.9	13.9
17	14.7	14.7

Please note that the above table assumes no LSL has been taken by the employee.

We have provided a summary of the key dates in each state as it relates to LSL entitlements on resignation in Appendix C.

## Employee Enquiries

If you have any queries, please register your enquiry through the usual process by emailing either [payroll.queries@virginaustralia.com](mailto:payroll.queries@virginaustralia.com) or [payroll@tigerair.com.au](mailto:payroll@tigerair.com.au). Please enter '30 April 2020 Leave Entitlement Query' in the subject heading of your email so your payroll team can allocate it to a dedicated resource. Your enquiry will be responded to within five (5) business days of receipt (subject to a rapid increase in the volume of inquiries).

In addition, for all staff who are a member of a union, your union has also offered to assist with your enquiry. Please find attached in Appendix D the relevant contact details for the union you are a member of.

## Next Steps

- You will receive an email to register on the Halo platform based on your contact details registered with Virgin. If you have not received this email by 28 May 2020 please notify us by email at [virginadmin@deloitte.com.au](mailto:virginadmin@deloitte.com.au).
- Once you have gained access to the Halo platform, please review your employee entitlements and if you have any queries or concerns please follow the Employee Enquiries instructions above.

We thank you for your ongoing support during this challenging time.

Yours faithfully



**Richard Hughes**  
Joint & Several Administrator

## Appendix A - Virgin Group entities (all Administrators Appointed)

Company Name	ACN
Virgin Australia Holdings Ltd	ACN 100 686 226
Virgin Australia International Operations Pty Ltd	ACN 155 859 608
Virgin Australia International Holdings Pty Ltd	ACN 155 860 021
Virgin Australia International Airlines Pty Ltd	ACN 125 580 823
Virgin Australia Airlines (SE Asia) Pty Ltd	ACN 097 892 389
Virgin Australia Airlines Holdings Pty Ltd	ACN 093 924 675
VAH Newco No.1 Pty Ltd	ACN 160 881 345
Tiger Airways Australia Pty Limited	ACN 124 369 008
Virgin Australia Airlines Pty Ltd	ACN 090 670 965
VA Borrower 2019 No. 1 Pty Ltd	ACN 633 241 059
VA Borrower 2019 No. 2 Pty Ltd	ACN 637 371 343
Virgin Tech Pty Ltd	ACN 101 808 879
Short Haul 2018 No. 1 Pty Ltd	ACN 622 014 831
Short Haul 2017 No. 1 Pty Ltd	ACN 617 644 390
Short Haul 2017 No. 2 Pty Ltd	ACN 617 644 443
Short Haul 2017 No. 3 Pty Ltd	ACN 622 014 813
VBNC5 Pty Ltd	ACN 119 691 502
A.C.N. 098 904 262 Pty Ltd	ACN 098 904 262
Virgin Australia Regional Airlines Pty Ltd	ACN 008 997 662
Virgin Australia Holidays Pty Ltd	ACN 118 552 159
VB Ventures Pty Ltd	ACN 125 139 004
Virgin Australia Cargo Pty Ltd	ACN 600 667 838
VB Leaseco Pty Ltd	ACN 134 268 741
VA Hold Co Pty Ltd	ACN 165 507 157
VA Lease Co Pty Ltd	ACN 165 507 291
Virgin Australia 2013-1 Issuer Co Pty Ltd	ACN 165 507 326
737 2012 No.1 Pty. Ltd	ACN 154 201 859
737 2012 No. 2 Pty Ltd	ACN 154 225 064
Short Haul 2016 No. 1 Pty Ltd	ACN 612 766 328
Short Haul 2016 No. 2 Pty Ltd	ACN 612 796 077
Short Haul 2014 No. 1 Pty Ltd	ACN 600 809 612
Short Haul 2014 No. 2 Pty Ltd	ACN 600 878 199
VA Regional Leaseco Pty Ltd	ACN 127 491 605
VB 800 2009 Pty Ltd	ACN 135 488 934
VB Leaseco No 2 Pty Ltd	ACN 142 533 319
VB LH 2008 No. 1 Pty Ltd	ACN 134 280 354
VB LH 2008 No. 2 Pty Ltd	ACN 134 288 805
VB PDP 2010-11 Pty Ltd	ACN 140 818 266

## Appendix B - Instructions on how to access Employee Self Service system

There are 2 avenues to access this information




### 1. Access Oracle through the Vine/ Quicklinks

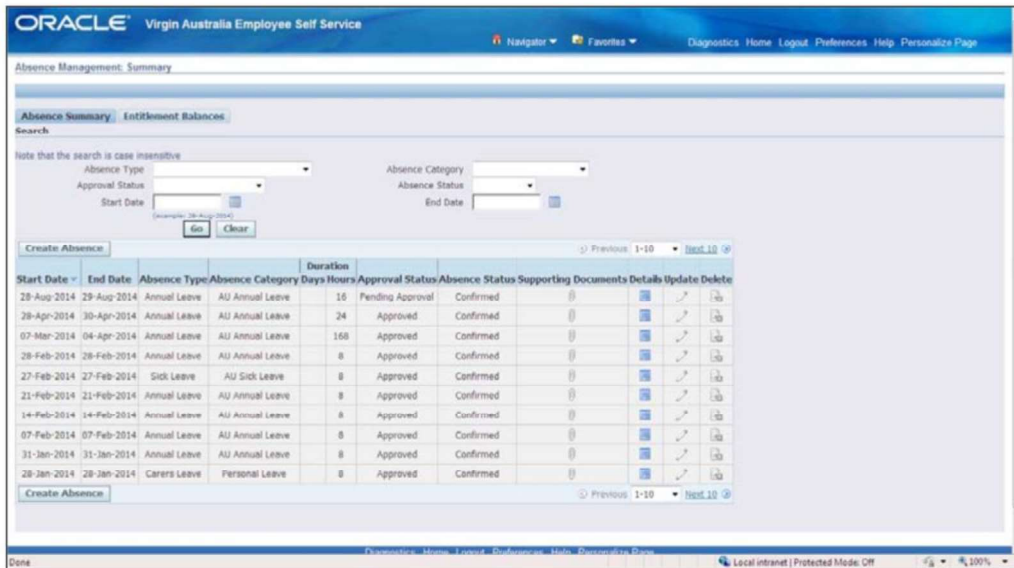



### Viewing Accrual Balances



You are able to view your annual leave, long service and personal leave (paid leave) accrual balances. This may be your current accrual balances or a view on accrual balances at a point of time in the future.

Please note: For EBA employees your accruals are up-to-date at the end of the pay period when the data comes through from the rostering system. During a pay period there may be slight discrepancy between your Oracle accruals and your actual accruals.

Step	Action
1.	Expand the <b>Employee Self Service</b> responsibility 
2.	Click the <b>Absence Management</b> link.   Your <b>Absence Management</b> page will open and display your absence related information.
3.	You will see an <b>Entitlement Balances</b> tab at the top of the page.  Click the <b>Entitlement Balances</b> tab.   This page allows you to see your leave entitlement balances as at the current date and future dates.



Step	Action
4.	<p>Click the <b>Show Accrual Balance</b> button.</p> <p></p> <p>Your leave accrual balances will automatically display as at today's date.</p>

Step	Action
5.	<p>You also have the option of displaying leave accrual balances as at a forward date.</p> <p>Enter a future date in the <b>Effective Date</b> field (or use calendar option).</p> <p></p>
6.	<p>Click the <b>Go</b> button.</p> <p></p>
7.	<p>Your <b>Annual Leave Plan, Long Service Leave and Personal Leave Plan</b> values based on an effective date.</p> <p>Please note: Not all Business Units will have visible Long Service Leave accruals.</p>
8.	<p>You have successfully viewed accrual balances based on an effective date.</p>

**Absence Summary** **Entitlement Balances**

Hide Accrual Balances

✓ TIP The accrual balances are as of: 23-Jun-2017.

✓ TIP Enter the date for which you wish to view Leave accruals.

Effective Date

(examples: 23-Jun-2017)

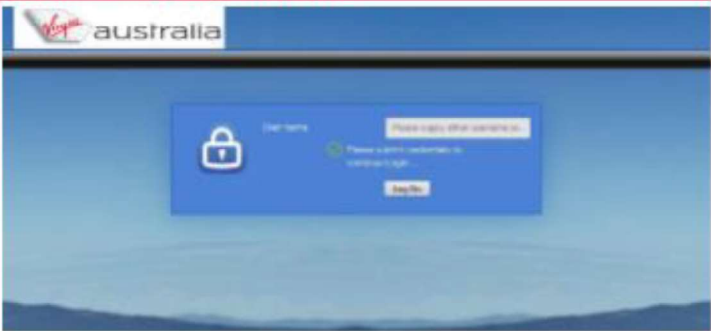


Purchased Leave Accrual Plan	<b>16</b>	VBA Annual Leave Plan	<b>46.756</b>	VBA Long Service Leave Plan	<b>0</b>
VBA Personal Leave Plan	<b>196.373</b>				

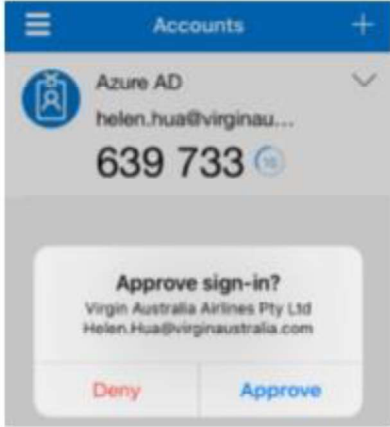


**Please note:**

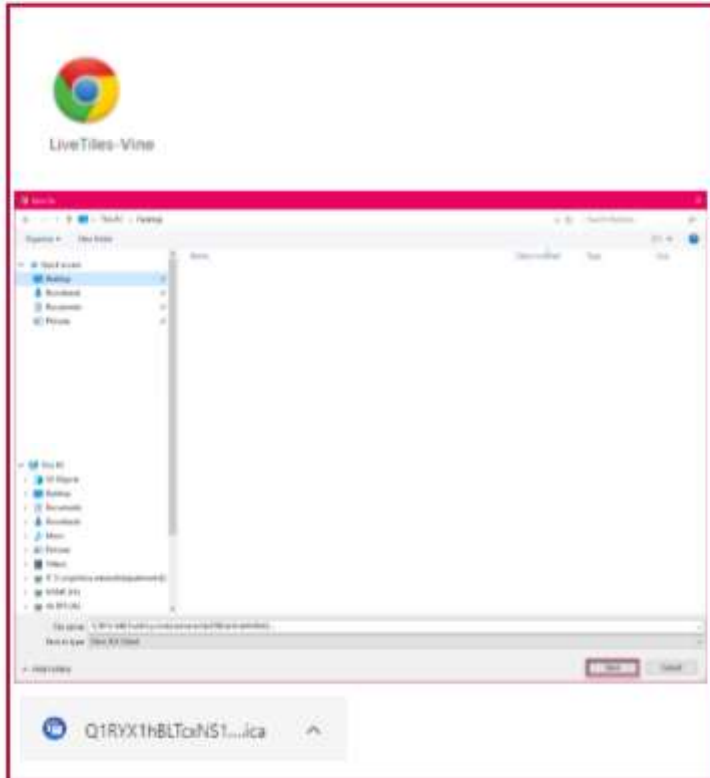
- \* Above Leave Accruals are in Hours and are subject to change based on payroll runs and employee data changes
- \* Long Service Leave Accrual is displayed after you reach the eligible service date. To forecast the accrual, change the 'Effective Date' and click 'Go'
- \* Long Service Leave Accrual is calculated up to the entitlement date (Eg. 7th, 10th, 15th anniversary year etc) based on state legislation or your employment agreement



## 2. Access systems remotely

Accessing VA Systems Remotely User Guide	
<b>Overview</b> In order to access VA systems remotely, you will firstly need to download the Microsoft Authenticator app. Please refer to the attached user guide to set this up. If you have already installed the app, please proceed below.	
<b>How to access the portal remotely</b>	
	<ol style="list-style-type: none"><li>1. Open an internet browser</li><li>2. Navigate to <a href="https://portal.virginiaustralia.com/">https://portal.virginiaustralia.com/</a></li><li>3. Enter your username and select <b>Log On</b></li></ol>
	<ol style="list-style-type: none"><li>1. Enter your Windows password and select <b>Log On</b></li></ol>
	<ol style="list-style-type: none"><li>1. A notification will appear on your mobile phone/device.</li></ol>

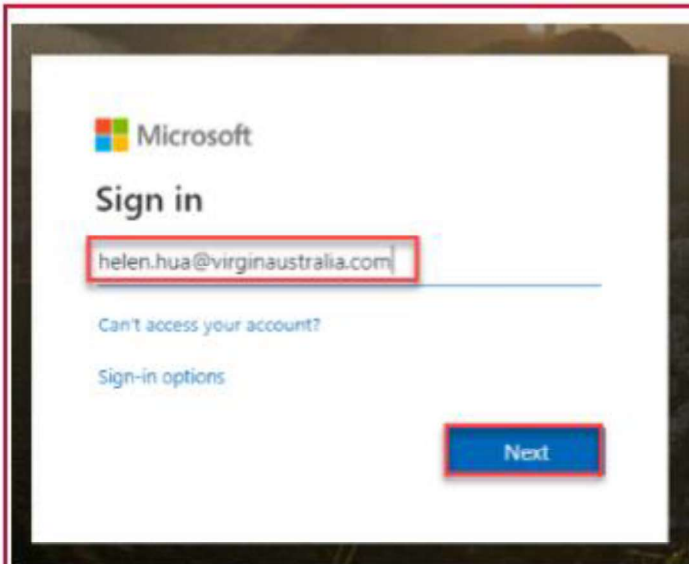
	<ol style="list-style-type: none"><li>1. Open the MS Authenticator app on your mobile phone/device</li><li>2. Select <b>Approve</b></li></ol>
	<ol style="list-style-type: none"><li>1. Select <b>Detect Receiver</b></li></ol>
	<ol style="list-style-type: none"><li>1. Select <b>Already Installed</b></li></ol>



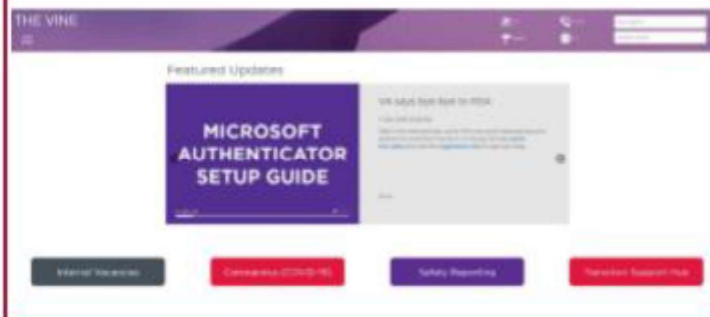
1. The Virgin Australia Internal Apps Portal will display.
2. Double click on the LiveTiles-Vine icon

NOTE:

3. You may see a Windows pop up asking you to 'Save As'. Select Save
4. At the bottom of your internet browser, double click on the saved file

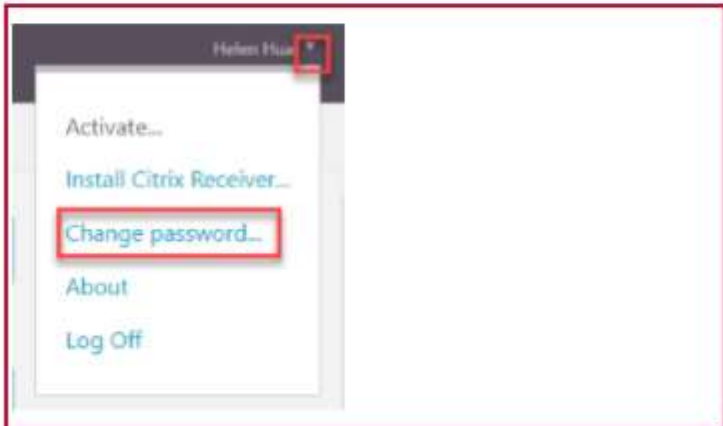
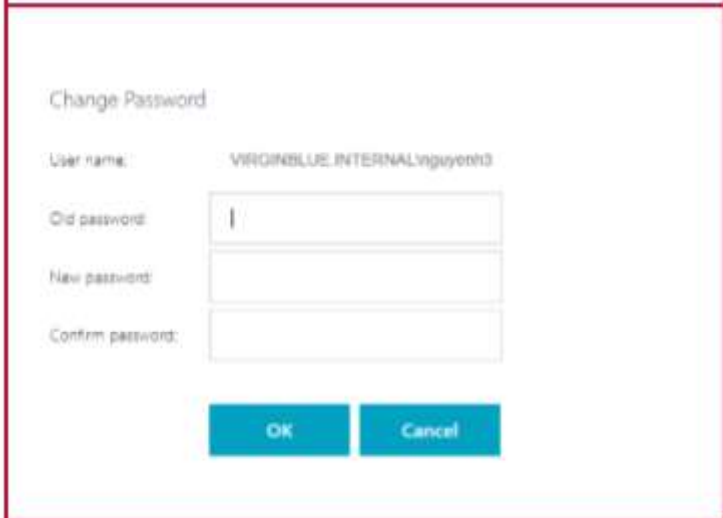


1. A Microsoft sign in window will appear.
2. Enter your Virgin Australia email address
3. Select Next



1. From the VINE, navigate to Shift Logic, Oracle & other systems as per normal process

How to change your password

 <p>A screenshot of a user interface showing a menu with the following options: 'Activate...', 'Install Citrix Receiver...', 'Change password...', 'About', and 'Log Off'. The 'Change password...' option is highlighted with a red rectangular box. A small red square with a white downward-pointing arrow is located in the top right corner of the menu area.</p>	<ol style="list-style-type: none"><li>1. To change your password via Apps Portal, select the drop down icon</li><li>2. Select Change password</li></ol>
 <p>A screenshot of a 'Change Password' dialog box. It contains the following fields and controls: - Title: 'Change Password' - User name: 'VIRGINBLUEINTERNAL\nguyenh3' - Old password: A text input field with a vertical cursor. - New password: A text input field. - Confirm password: A text input field. - At the bottom, there are two buttons: 'OK' and 'Cancel'.</p>	<ol style="list-style-type: none"><li>1. Enter your old and new password and select OK</li></ol>

**If you have any issues accessing Apps Portal, please contact IT Helpdesk on 13 18 09**

**Appendix C - State Based LSL entitlements on resignation**

<b>State</b>	<b>Threshold for payment of LSL entitlement on resignation (years of Continuous Service)</b>	<b>Entitlement on reaching threshold (weeks)</b>	<b>Annual accrual thereafter for continuous service (weeks)</b>
New South Wales	10	8.667	0.867
Victoria	7	6.067	0.867
Queensland	10	8.667	0.867
Tasmania	10	8.667	0.867
Western Australia	7	6.067	0.867
Australian Capital Territory	7	6.067	0.867
South Australia	7	9.100	1.300
Northern Territory	10	13.000	1.300

## Appendix D – Virgin Union Contacts

Union	State	Contact
VIPA	All	Aroha Greenwood <a href="mailto:Aroha.greenwood@vipa.asn.au">Aroha.greenwood@vipa.asn.au</a> 0403 381 396  Edward Nell <a href="mailto:Edward.nell@vipa.asn.au">Edward.nell@vipa.asn.au</a> 0410 559 743
TWU	All	Troy Rogers <a href="mailto:troy.rogers@twu.com.au">troy.rogers@twu.com.au</a> 0436 638 040
ETU	All	Matt Murphy <a href="mailto:matt@etuaustralia.org.au">matt@etuaustralia.org.au</a> 0416 060 717
ASU	NSW VIC QLD SA/NT WA	Thomas Russell 0419 761 320 Imogen Sturni 0433 339 656 Victor Jose (Tiger) 0425753756 Billy Colless 0419 736 886 Lesley Till 0497 555 875 Yvonne Klaa 0417 969 767
FAAA	All	Steve Reed <a href="mailto:sreed@faaa.net">sreed@faaa.net</a>
ALAEA	All	<a href="mailto:fedsec@ALAEA.asn.au">fedsec@ALAEA.asn.au</a>
AMWU	All	Anne Donnellan <a href="mailto:Anne.Donnellan@amwu.org.au">Anne.Donnellan@amwu.org.au</a>  Glenn Thompson <a href="mailto:glenn.thompson@amwu.org.au">glenn.thompson@amwu.org.au</a>
AFAP	All	Pat Larkins <a href="mailto:patrick@afap.org.au">patrick@afap.org.au</a> 0403 126 067  Deanna Cain <a href="mailto:deanna@afap.org.au">deanna@afap.org.au</a> 0412 854 706
SALPA	All	Michael Thompson 0420 300 506  Troy Marinich 0419 921 807