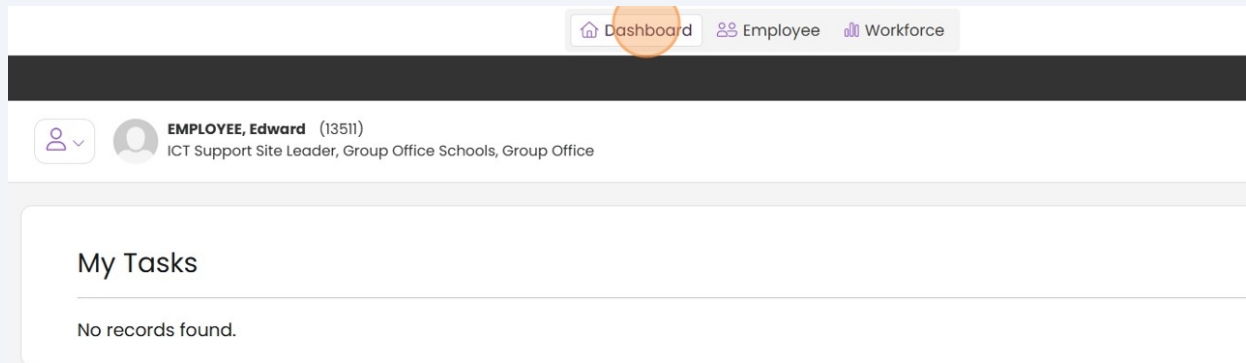


ESS - Leave - How to Apply for Leave

1 Click "Dashboard"



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2 Click "Leave"

The screenshot shows the Employee portal interface. At the top, there are navigation tabs: Dashboard, Employee, and Workforce. Below these, a user profile is displayed for 'EMPLOYEE, Edward (13511)' with the title 'ICT Support Site Leader, Group Office Schools, Group Office'. A dropdown menu is open, showing options: My Tasks, Timesheets, Leave (highlighted with an orange circle), Payroll, and My Forms. Below the menu, a 'My Tasks' section is visible with the text 'No records found.' At the bottom right, the version number 'Aurion • v11.95.0.38083ed' is displayed.

3 Click "Apply for leave"

The screenshot shows the 'Leave Balances' section of the Employee portal. At the top, there are navigation tabs: Dashboard, Employee, and Workforce. Below these, a user profile is displayed for 'EMPLOYEE, Edward (13511)' with the title 'ICT Support Site Leader, Group Office Schools, Group Office'. The 'Leave Balances' section has a title and a button 'Apply for leave' (highlighted with an orange circle) with a help icon. Below the title, there is a text prompt: 'Predict your leave balance by selecting a future date.' A 'FUTURE DATE:' field is set to '9 Jul 2025' with a calendar icon. To the right of the date field are buttons for 'Predict' and 'Reset'. To the right of these buttons is a 'VIEW BALANCE BY:' section with tabs for 'Days', 'Hours', and 'Weeks'. Below this is a table showing leave balances:

Type	Balance		Pending		Available
Annual Leave	0.00	-	0.00	=	0.00
Personal Leave	10.00	-	1.00	=	9.00
Long Service Leave					Not available in days

Below the table is a 'Leave History' section with a title and a help icon. At the bottom left of the 'Leave History' section, there are links for 'Show 10 entries' and 'Export'.

4 Select your preferred leave type

Dashboard Employee Workforce

EMPLOYEE, Edward (13511)
ICT Support Site Leader, Group Office Schools, Group Office

Apply for Leave

LEAVE TYPE:

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE:

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5 Select your preferred leave type

Dashboard Employee Workforce

EMPLOYEE, Edward (13511)
ICT Support Site Leader, Group Office Schools, Group Office

Apply for Leave

LEAVE TYPE:

DURATION:


START DATE:

- Personal/Carers Lve Paid - with Med Cert (Personal Leave)
- Personal/Carers Lve Paid -w/out Med Cert (Personal Leave)
- Personal/Carers Lve Unpaid (Personal Leave)
- Personal/Sick Lve Paid - With Med Cert (Personal Leave)
- Personal/Sick Lve Paid - w/out Med Cert (Personal Leave)
- Personal/Sick Lve Unpaid (Personal Leave)

6

Select if it is a Full day or Multiple days then Select start date

[Dashboard](#) [Employee](#) [Workforce](#)


 **EMPLOYEE, Edward** (13511)
ICT Support Site Leader, Group Office Schools, Group Office

Apply for Leave

LEAVE TYPE: Personal/Sick Lve Paid - w/out Med Cert (Personal Leave)

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE: 10 Jul 2025

 This request will be sent to the recipient

DETAILS: Personal/Sick Lve Paid - w/out Med Cert for EMPLOYEE, Edward (Employee No 13511, ICT Support Site Leader, Group Office Schools, Group Office) For one day on Thursday, 10 July 2025

SEND TO: Meredith Manager (mmanager)

MESSAGE:


7

Select your preferred date

LEAVE TYPE: Personal/Sick Lve Paid - w/out Med Cert (Personal Leave)

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE: 10 Jul 2025

 This request will be sent to the recipient

DETAILS: Personal/Sick Lve Paid - w/out Med Cert for EMPLOYEE, Edward (Employee No 13511, ICT Support Site Leader, Group Office Schools, Group Office) For one day on Thursday, 10 July 2025

SEND TO: Meredith Manager (mmanager)

MESSAGE:

Cancel Apply

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8 Click the "Message:" field.

Apply for Leave ?

LEAVE TYPE:

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE: 📅

i This request will be sent to the recipient

DETAILS: Personal/Sick Lve Paid - w/out Med Cert for EMPLOYEE, Edward (Employee No 13511, ICT Support Site Leader, Group Office Schools, Group Office) For one day on Tuesday, 8 July 2025

SEND TO: 🔍

MESSAGE:

Cancel Apply

Aurion • v11.95.0.38083ed

9 Write your preferred message

Apply for Leave ?

LEAVE TYPE:

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE: 📅

i This request will be sent to the recipient

DETAILS: Personal/Sick Lve Paid - w/out Med Cert for EMPLOYEE, Edward (Employee No 13511, ICT Support Site Leader, Group Office Schools, Group Office) For one day on Tuesday, 8 July 2025

SEND TO: 🔍

MESSAGE:

Sick leave

Cancel Apply

Aurion • v11.95.0.38083ed

10 Click "Apply"

Apply for Leave

LEAVE TYPE: Personal/Sick Lve Paid - w/out Med Cert (Personal Leave)

DURATION: ☒ Full Day ☐ Multiple Days ☐ Part Day

START DATE: 8 Jul 2025

i This request will be sent to the recipient

DETAILS: Personal/Sick Lve Paid - w/out Med Cert for EMPLOYEE, Edward (Employee No 13511, ICT Support Site Leader, Group Office Schools, Group Office) For one day on Tuesday, 8 July 2025

SEND TO: Meredith Manager (mmanager)

MESSAGE:

Cancel **Apply**

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11 You can see your leave requests and their status under your Leave History

Predict your leave balance by selecting a future date.

FUTURE DATE: 9 Jul 2025 **Predict** Reset

VIEW BALANCE BY: Days Hours Weeks

Type	Balance		Pending		Available
Annual Leave	0.00	-	0.00	=	0.00
Personal Leave	10.00	-	2.00	=	8.00
Long Service Leave	Not available in days				

Leave History

Show 10 entries ▾ Export ▾

Leave Type	Date From	Date To	Leave Hrs	Leave Days	Status
Personal/Sick Lve Paid - w/out Med Cert	10/07/2025	10/07/2025	7:36	1.00	Pending
Personal/Sick Lve Paid - w/out Med Cert	08/07/2025	08/07/2025	7:36	1.00	Pending

Showing 1 to 2 of 2 entries

< 1 >

Aurion • v11.95.0.38083ed