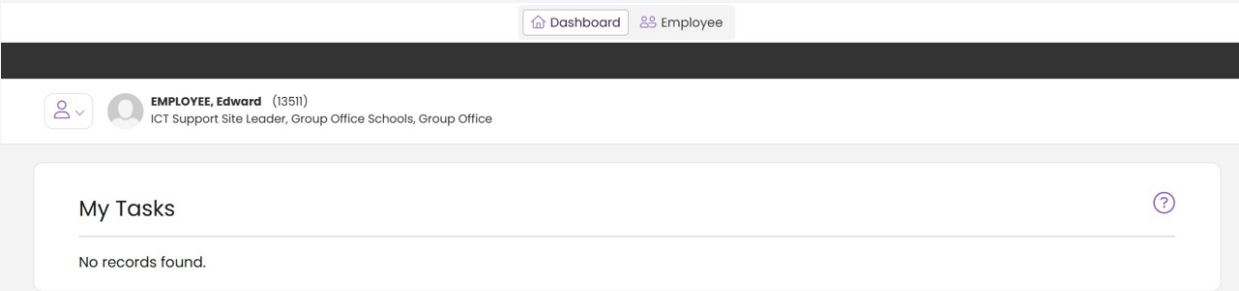


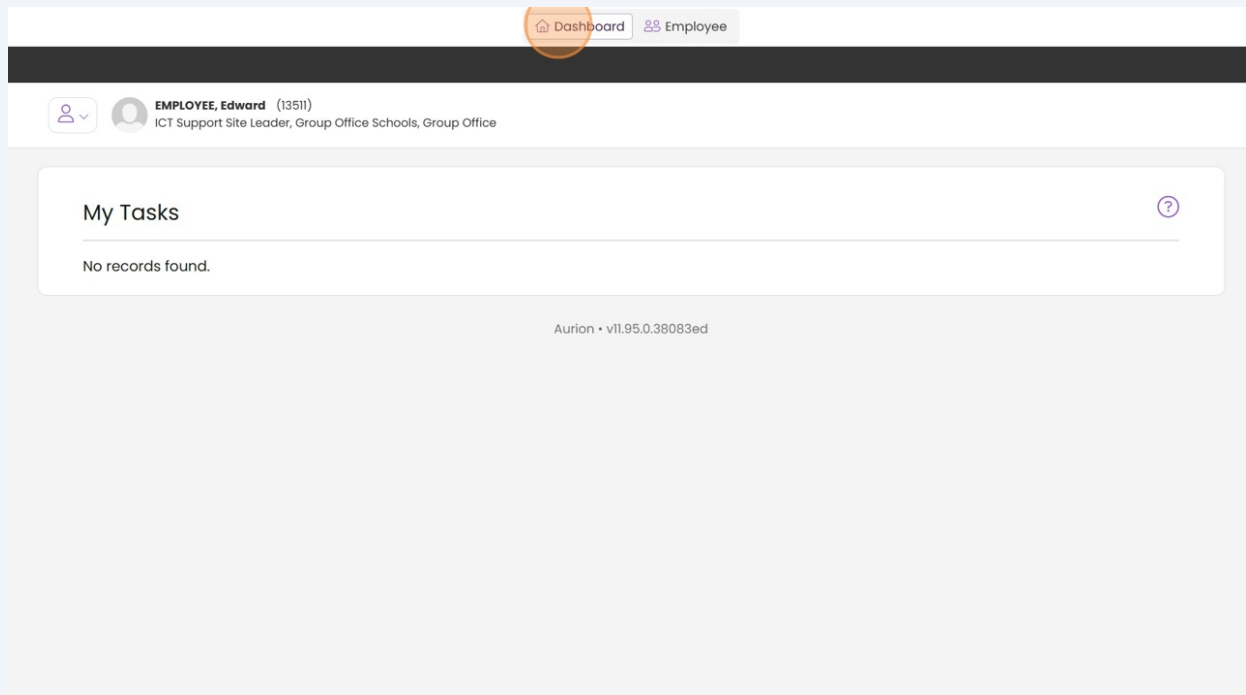
ESS - Leave - How to Delete an Unapproved Leave Application in Aurion

1

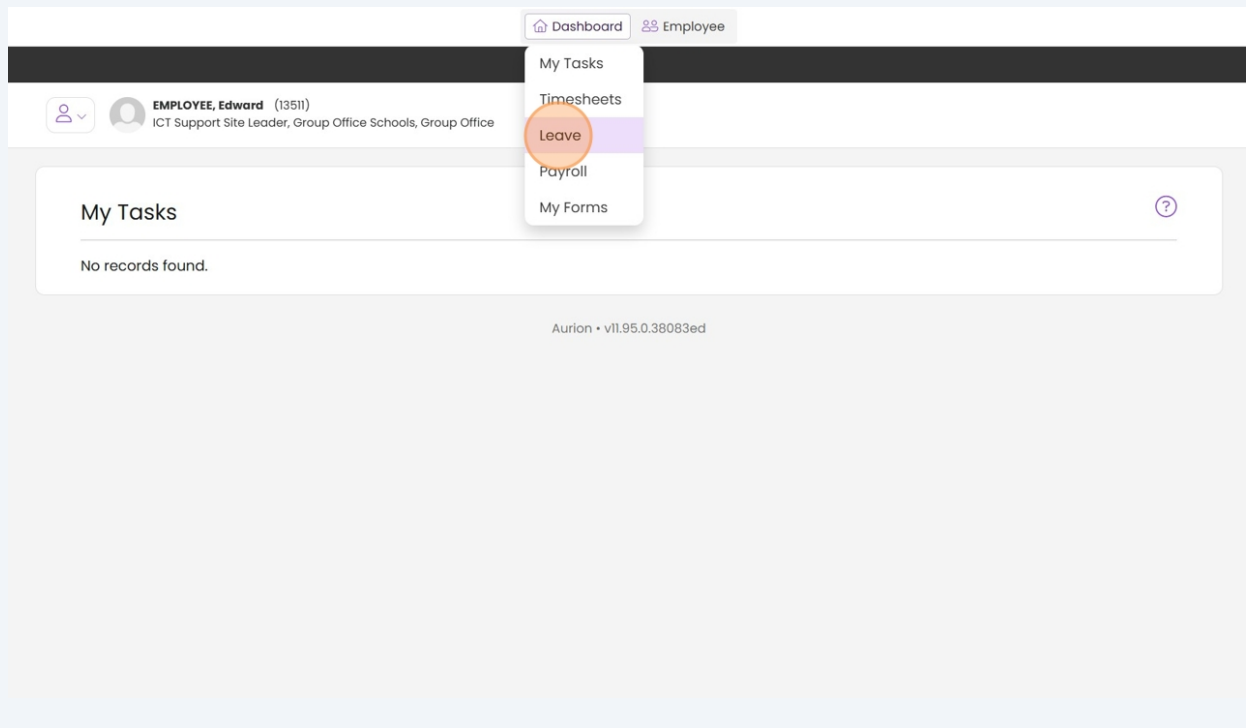
Navigate to your profile



2 Click "Dashboard"



3 Click "Leave"



4 Scroll down to 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

5 Select the Leave that you would want to delete

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 ▾

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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 >

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6 View your leave application



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

Leave Details



This period of leave has not been Approved. Currently with Meredith Manager.

LEAVE TYPE: Personal/Sick Lve Paid - w/out Med Cert
START DATE: 10/07/2025
END DATE: 10/07/2025
RESUME DUTIES: 11/07/2025
PREPAYMENT: No

BALANCE/PAYMENT DETAILS



Type	Period	Multiplier	Adjusted
Days Balance	1.00	1.0000	1.00
Hours Balance	7:36	1.0000	7:36
Days Payment	1.00	1.0000	1.00
Hours Payment	7:36	1.0000	7:36

Delete

Back

7 Click "Delete"



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

Leave Details



This period of leave has not been Approved. Currently with Meredith Manager.

LEAVE TYPE: Personal/Sick Lve Paid - w/out Med Cert
START DATE: 10/07/2025
END DATE: 10/07/2025
RESUME DUTIES: 11/07/2025
PREPAYMENT: No

BALANCE/PAYMENT DETAILS



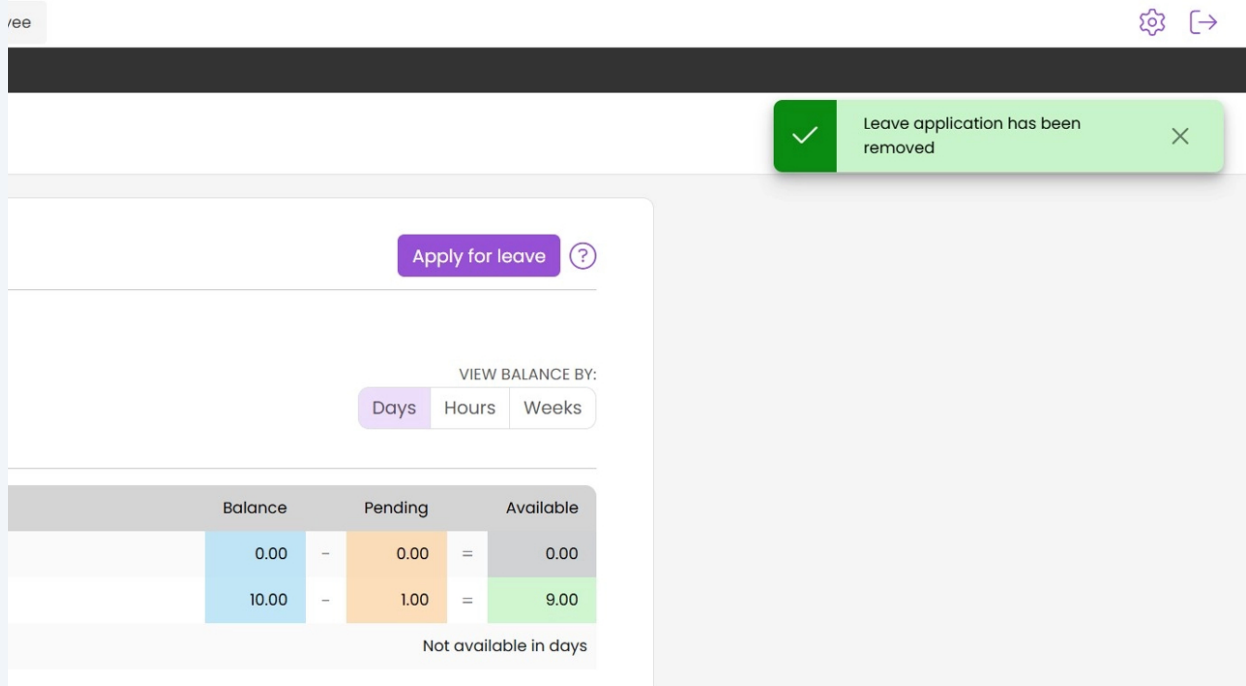
Type	Period	Multiplier	Adjusted
Days Balance	1.00	1.0000	1.00
Hours Balance	7:36	1.0000	7:36
Days Payment	1.00	1.0000	1.00
Hours Payment	7:36	1.0000	7:36

Delete

Back

8

You will be directed to your Leave Balances page, where a pop up message will appear in the top-right corner of your screen.



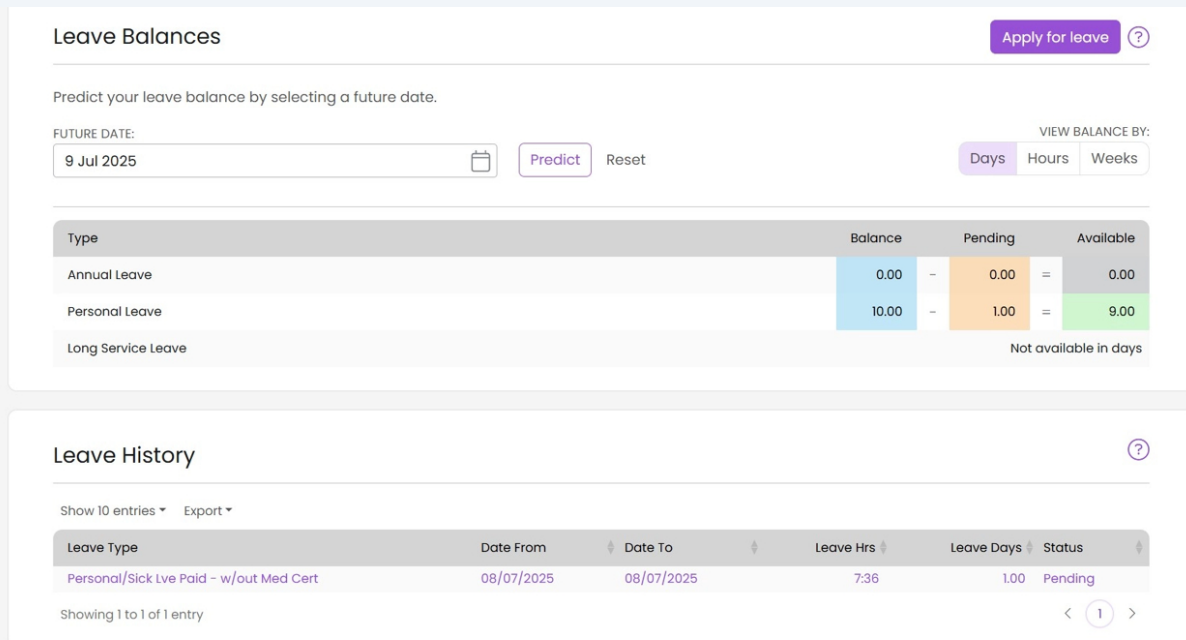
The screenshot shows the 'Leave Balances' page. At the top right, there is a green notification bar with a checkmark icon and the text 'Leave application has been removed'. Below this, the page has a header with 'ree' on the left and a settings icon on the right. The main content area features a purple button labeled 'Apply for leave' with a question mark icon. Below the button, there is a section titled 'VIEW BALANCE BY:' with three tabs: 'Days' (selected), 'Hours', and 'Weeks'. A table displays the leave balance information:

	Balance		Pending		Available
	0.00	-	0.00	=	0.00
	10.00	-	1.00	=	9.00

Below the table, it states 'Not available in days'.

9

Your leave application has been successfully removed from your leave history and pending requests.



The screenshot shows two sections of the application. The top section is titled 'Leave Balances' and includes a purple button labeled 'Apply for leave' with a question mark icon. Below the button, it says 'Predict your leave balance by selecting a future date.' There is a 'FUTURE DATE:' field with a calendar icon and the date '9 Jul 2025'. To the right of the date field are 'Predict' and 'Reset' buttons. To the right of these buttons is a 'VIEW BALANCE BY:' section with three tabs: 'Days' (selected), 'Hours', and 'Weeks'. A table displays the leave balance information:

Type	Balance		Pending		Available
Annual Leave	0.00	-	0.00	=	0.00
Personal Leave	10.00	-	1.00	=	9.00

Below the table, it states 'Not available in days'.

The bottom section is titled 'Leave History' and includes a question mark icon. Below the title, it says 'Show 10 entries' and 'Export'. There is a table with the following columns: 'Leave Type', 'Date From', 'Date To', 'Leave Hrs', 'Leave Days', and 'Status'.

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

Below the table, it says 'Showing 1 to 1 of 1 entry'.