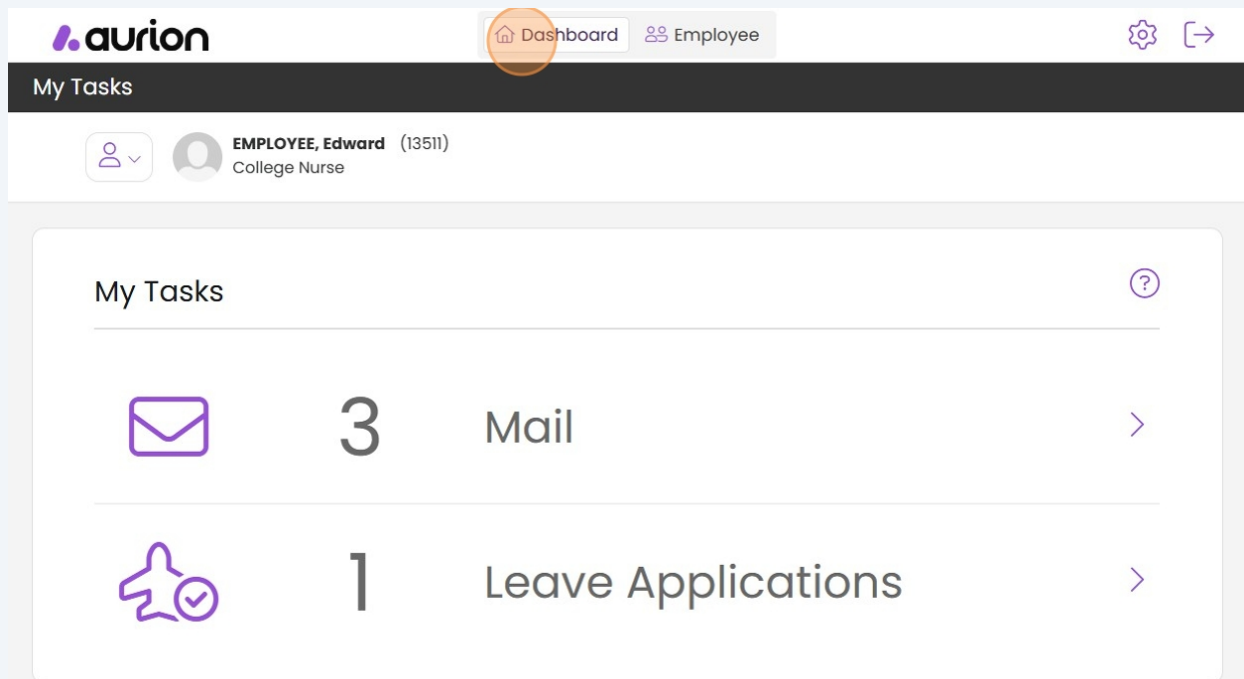


How to Check your Leave History in Aurion

1 Navigate to "Dashboard"



2 Click "Leave"

The screenshot shows the Aurion Employee dashboard. At the top, there's a navigation bar with 'Dashboard' and 'Employee' tabs. Below this, a 'My Tasks' section displays a dropdown menu with options: 'My Tasks', 'Timesheets', 'Leave' (highlighted with an orange circle), 'Payroll', and 'My Forms'. The main content area shows 'My Tasks' with two items: 'Mail' (3) and 'Leave Applications' (1).

3 Scroll Down to "Leave History"

The screenshot shows the 'Leave History' section. It features a table of leave balances and a list of leave entries. The table has columns: Type, Balance, Pending, and Available. The entries are: Annual Leave (Balance: 20.00, Pending: 0.00, Available: 20.00), Personal Leave (Balance: 11.40, Pending: 0.00, Available: 11.40), and Long Service Leave (Not available in days). Below this, the 'Leave History' section shows a list of leave entries with columns: Leave Type, Date From, Date To, Leave Hrs, Leave Days, and Status. The entries are: Personal/Sick Lve Paid - w/out Med Cert (18/07/2025 to 18/07/2025, 7:36, 1.00, Approved) and Annual Leave (12/07/2025 to 12/07/2025, 0:00, 0.00, Approved). The page shows 1 to 2 of 2 entries.

Type	Balance	Pending	Available
Annual Leave	20.00	0.00	20.00
Personal Leave	11.40	0.00	11.40
Long Service Leave	Not available in days		

Leave Type	Date From	Date To	Leave Hrs	Leave Days	Status
Personal/Sick Lve Paid - w/out Med Cert	18/07/2025	18/07/2025	7:36	1.00	Approved
Annual Leave	12/07/2025	12/07/2025	0:00	0.00	Approved

4 You can Select any specific Leave application to check the details

Type	Balance		Pending		Available
Annual Leave	20.00	-	0.00	=	20.00
Personal Leave	11.40	-	0.00	=	11.40
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 Leave Paid - w/out Med Cert	18/07/2025	18/07/2025	7:36	1.00	Approved
Annual Leave	12/07/2025	12/07/2025	0:00	0.00	Approved

Showing 1 to 2 of 2 entries

< 1 >

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