How to Check your Leave History in Aurion

1   Navigate to "Dashboard"
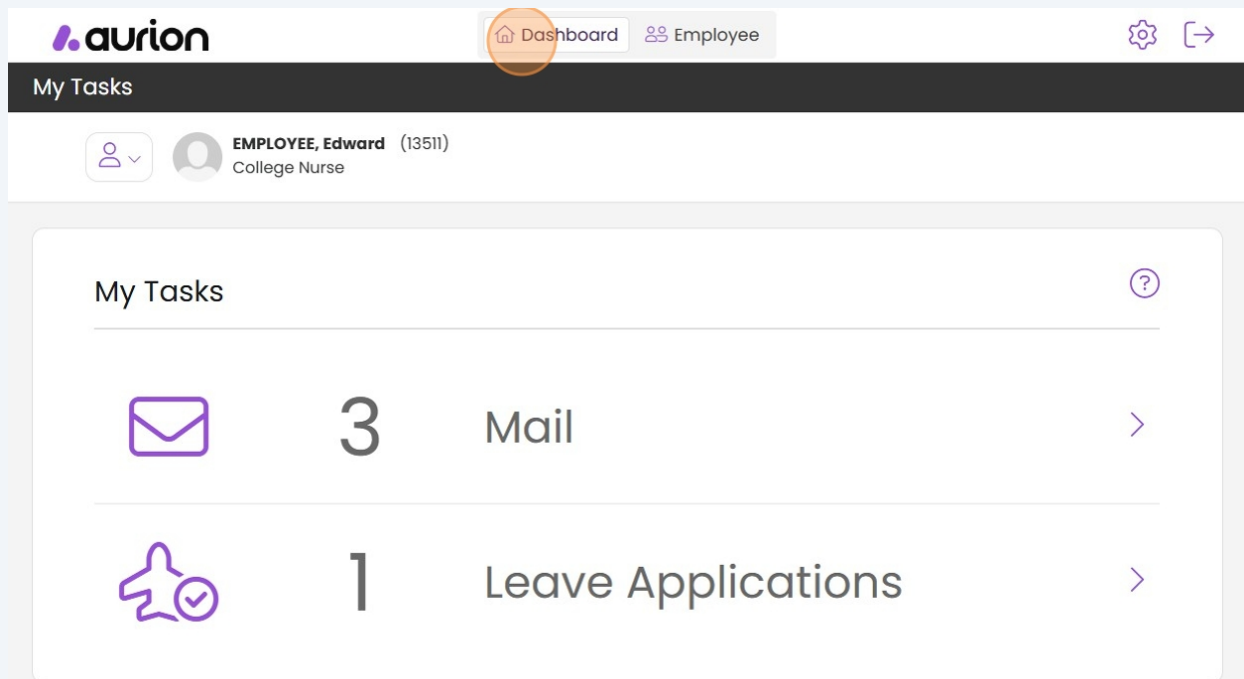
2 Click "Leave"

aurion

⌂ Dashboard   👥 Employee   ⚙ [→

My Tasks

👤⌄ ⬤ **EMPLOYEE, Edward** (13511)
College Nurse

My Tasks
Timesheets
Leave
Payroll
My Forms

My Tasks   ?

✉ **3** Mail   ›

✈✓ **1** Leave Applications   ›

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3 Scroll Down to "Leave History"

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 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

Showing 1 to 2 of 2 entries   ‹ ① ›

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

Type	Balance		Pending		Available
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Showing 1 to 2 of 2 entries

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