

# ESS - Leave - Check you Leave balance

## 1 Navigate to your profile



The screenshot displays the Aurion Employee Dashboard. At the top, the 'aurion' logo is on the left, and navigation tabs for 'Dashboard' and 'Employee' are in the center. On the right, there are settings and share icons. Below the navigation bar is a 'My Tasks' header. Underneath, the user's profile is shown: 'EMPLOYEE, Edward (13511)' with the role 'College Nurse, Administration Group, Arndell Anglican College'. The main content area, titled 'My Tasks', lists two tasks: 'Mail' with a count of 4 and 'Leave Applications' with a count of 1. Each task has an icon, a count, the task name, and a right-pointing arrow. The footer indicates the version 'Aurion • v11.95.0.38083ed'.

**aurion** Dashboard Employee

My Tasks

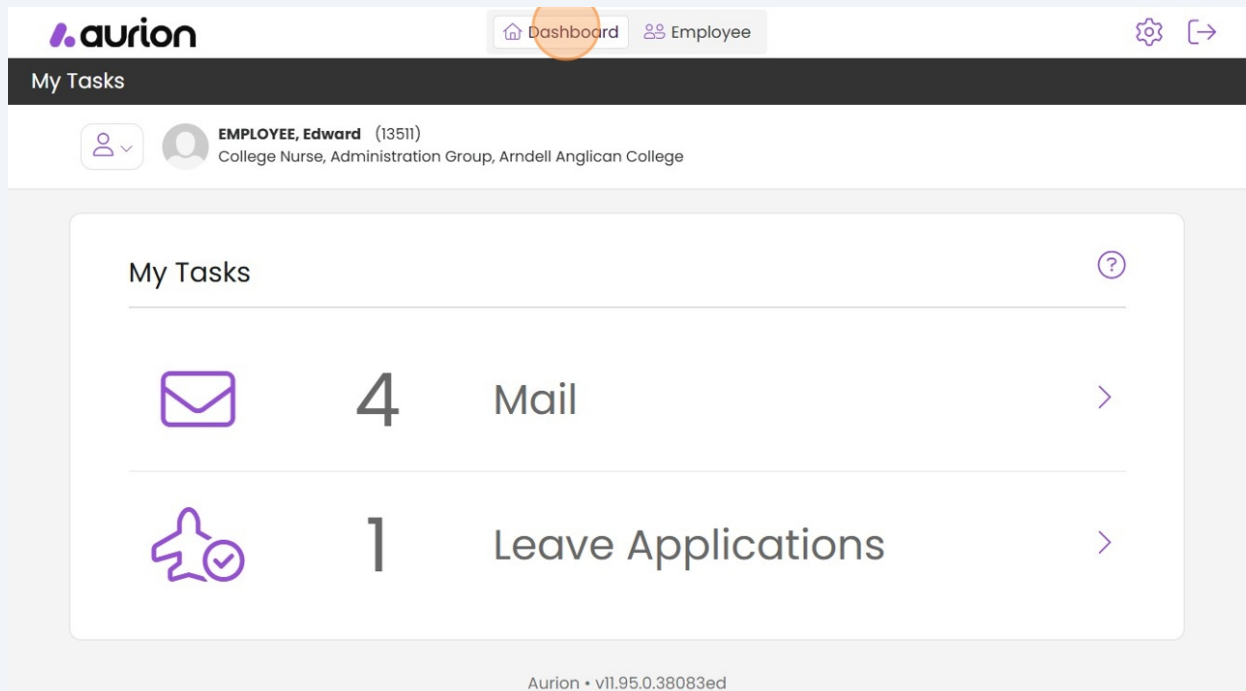
EMPLOYEE, Edward (13511)  
College Nurse, Administration Group, Arndell Anglican College

My Tasks

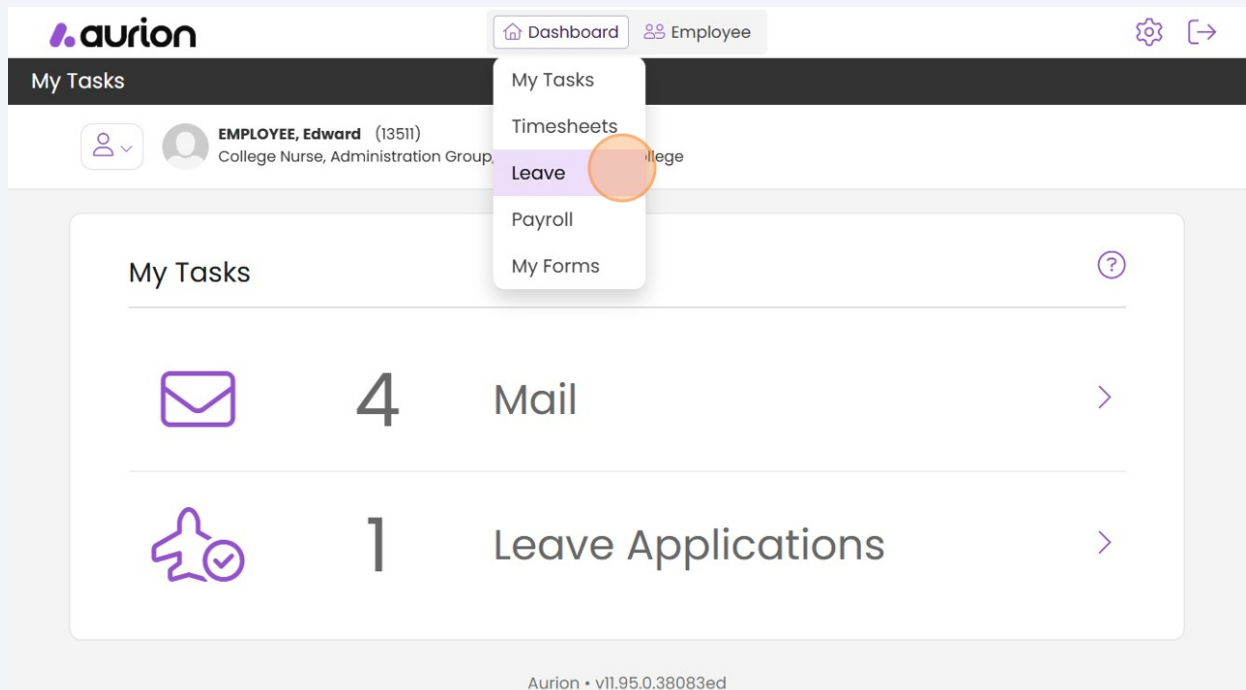
	4	Mail	>
	1	Leave Applications	>

Aurion • v11.95.0.38083ed


## 2 Click "Dashboard"




## 3 Click "Leave"





## 4 Navigate to Leave Balances




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


 [\[→\]](#)

Leave

  **EMPLOYEE, Edward** (13511)  
College Nurse, Administration Group, Arndell Anglican College

**Leave Balances** [Apply for leave](#) 

Predict your leave balance by selecting a future date.

FUTURE DATE:   [Predict](#) [Reset](#)

VIEW BALANCE BY: [Days](#) [Hours](#) [Weeks](#)

Type	Balance		Pending		Available
Annual Leave	20.00	-	0.00	=	20.00
Personal Leave	12.67	-	1.27	=	11.40
Long Service Leave	Not available in days				



### Alert!

Please note that the leave types displayed are based on your role.  
The details shown here are from a test user

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Select your preferred format for viewing leave balances: **days**, **hours**, or **weeks**.

The 'Available' field shows the amount of leave you will have once your pending applications are approved.

The screenshot shows the Aurlon Leave Balances page for Employee Edward (13511). The 'FUTURE DATE' is set to 28 Jul 2025. The 'VIEW BALANCE BY' dropdown is set to 'Days', which is highlighted with an orange box and an arrow. The table below shows the leave balances for Annual Leave, Personal Leave, and Long Service Leave.

Type	Balance	Pending	Available
Annual Leave	20.00	0.00	20.00
Personal Leave	12.67	1.27	11.40
Long Service Leave	Not available in days		

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Use the "**Future Date**" field to select your preferred date and view your projected leave balance as of that time.

The screenshot shows the Aurlon Leave Balances page for Employee Edward (13511). The 'FUTURE DATE' field is highlighted with an orange box and an arrow. The 'VIEW BALANCE BY' dropdown is set to 'Days'. The table below shows the leave balances for Annual Leave, Personal Leave, and Long Service Leave.

Type	Balance	Pending	Available
Annual Leave	20.00	0.00	20.00
Personal Leave	12.67	1.27	11.40
Long Service Leave	Not available in days		

## 7 Select your preferred date

### Leave Balances

[Apply for leave](#) [?](#)

Predict your leave balance by selecting a future date.

FUTURE DATE:  [Predict](#) [Reset](#)

VIEW BALANCE BY: [Days](#) [Hours](#) [Weeks](#)

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

	Balance		Pending		Available
	20.00	-	0.00	=	20.00
	12.67	-	1.27	=	11.40
					Not available in days

### Leave History

[?](#)

Show 10 entries [▼](#) Export [▼](#)

## 8 Click "Predict"

### Leave Balances

[Apply for leave](#) [?](#)

Predict your leave balance by selecting a future date.

FUTURE DATE:  [Predict](#) [Reset](#)

VIEW BALANCE BY: [Days](#) [Hours](#) [Weeks](#)

Type	Balance		Pending		Available
Annual Leave	20.00	-	0.00	=	20.00
Personal Leave	12.67	-	1.27	=	11.40
Long Service Leave					Not available in days

### Leave History

[?](#)

Show 10 entries [▼](#) Export [▼](#)

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View your projected leave balance for a future date.

## Leave Balances

Apply for leave



Predict your leave balance by selecting a future date.

FUTURE DATE:

18 Aug 2025



Predict

Reset

Type	Weeks	Days	Hours
Annual Leave		23.49	140:55
Personal Leave		14.41	86:28
Long Service Leave	0.00		

## Leave History



Show 10 entries ▾ Export ▾